

**TENTATIVE AGENDA & MEETING NOTICE
BOARD OF COUNTY COMMISSIONERS**

**TUESDAY, AUGUST 7, 2012
8:00 A.M.**

**WATAUGA COUNTY ADMINISTRATION BUILDING
COMMISSIONERS' BOARD ROOM**

TIME	#	TOPIC	PRESENTER	PAGE
8:00	1	CALL REGULAR MEETING TO ORDER		
	2	APPROVAL OF MINUTES: July 24, 2012, Regular Meeting July 24, 2012, Closed Session		1
	3	APPROVAL OF THE AUGUST 7, 2012 AGENDA		13
8:05	4	PROPOSED AMENDMENTS TO THE WATAUGA COUNTY EMERGENCY OPERATIONS PLAN	MR. JEFF VIRGINIA	15
8:10	5	MAINTENANCE MATTERS	MR. ROBERT MARSH	
		A. Award of Architectural Services for Aquatic Center Repair Project		139
		B. Change Order Request for Demolition of the Old High School		159
8:15	6	TAX MATTERS	MR. KELVIN BYRD	
		A. Monthly Collections Report		167
		B. Refunds and Releases		169
		C. Annual Settlement of Tax Collector		171
		D. Oath to Collect Taxes		225
8:20	7	MISCELLANEOUS ADMINISTRATIVE MATTERS	MR. DERON GEOUQUE	
		A. Clarification of EMS Advisory Committee Appointments		227
		B. Appointment of Voting Delegate at the North Carolina Association of County Commissioners (NCACC) Annual Conference		229 231
		C. Boards & Commissions		
		D. Announcements		235
8:25	8	PUBLIC COMMENT		249
9:25	9	BREAK		249
9:30	10	CLOSED SESSION		249
		Attorney/Client Matters – G. S. 143-318.11(a)(3)		
		Personnel Matters – G. S. 143.-318.11(a)(6)		
9:45	11	ADJOURN		

AGENDA ITEM 2:

APPROVAL OF MINUTES:

July 24, 2012, Regular Meeting

July 24, 2012, Closed Session

DRAFT**MINUTES****WATAUGA COUNTY BOARD OF COMMISSIONERS
TUESDAY, JULY 24, 2012**

The Watauga County Board of Commissioners held a regular meeting on Tuesday, July 24, 2012, at 5:30 P.M. in the Commissioners' Board Room of the Watauga County Administration Building, Boone, North Carolina.

PRESENT: Nathan A. Miller, Chairman
Vince Gable, Vice-Chairman
David Blust, Commissioner
Stacy C. Eggers, IV, County Attorney
Deron Geouque, County Manager
Anita J. Fogle, Clerk to the Board

[Commissioners Deal and Futrelle were absent due to prior commitments.]

Chairman Miller called the meeting to order at 5:33 P.M.

Commissioner Blust opened the meeting with a prayer and Vice-Chairman Gable led the Pledge of Allegiance.

APPROVAL OF MINUTES

Chairman Miller called for additions and/or corrections to the June 19, 2012, regular meeting and closed session minutes.

Chairman Miller stated that he had abstained from the following motion and requested the minutes reflect such:

“Vice-Chairman Gable, seconded by Commissioner Deal, moved to approve the transfers of properties from the Stewart Simmons Fire District to the Deep Gap Fire District, from the Meat Camp Fire District to the Deep Gap Fire District, and from the Deep Gap Fire District to the Meat Camp Fire District as presented.”

Vice-Chairman Gable, seconded by Commissioner Blust, moved to approve the June 19, 2012, regular meeting minutes as amended.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

Chairman Miller tabled consideration of the June 19, 2012, closed session minutes until after closed session to allow time for review of proposed amendments.

APPROVAL OF AGENDA

Chairman Miller called for additions and/or corrections to the July 24, 2012, agenda.

Commissioner Blust, seconded by Vice-Chairman Gable, moved to approve the July 24, 2012, agenda as presented.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

SHERIFF'S OFFICE PROPOSED LEGAL SERVICES CONTRACT RENEWAL WITH SMITH, RODGERS & STRICKLAND (SR&S)

On behalf of the Sheriff who had a prior commitment, County Manager Geouque presented a contract for legal services to be provided to the Sheriff's Office by Smith, Rodgers & Strickland (SR&S) in addition to the services provided by the County Attorney. According to the Sheriff, SR&S had provided timely information, opinions and in-service training to his Office in the past and funds were budgeted to cover the expense.

Discussion was held regarding the necessity of paying for additional legal services above and beyond those paid to the County Attorney. Vice-Chairman Gable stated that legal services for a law enforcement agency were often intense and needed to be readily available when requested.

County Attorney Eggers stated that he was comfortable and available to handle legal issues as they arose from the Sheriff's Office; however he would support a decision to utilize SR&S's services as well.

Vice-Chairman Gable, seconded by Commissioner Blust, moved to utilize the County Attorney for legal services needed by the Sheriff's Office and revisit the issue in the future if needed.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

HUNGER AND HEALTH COALITION PAVING REQUEST

Ms. Jean Brooks, Chair of the Hunger and Health Coalition Board of Directors, requested the County, as owner of the old health department property, repair Health Center Drive which services the Hunger and Health Coalition, Caldwell Community College, and the non-profit agencies that sub-lease space from the Coalition in the Hannah Building.

County Manager Geouque stated that, in November 2011, Ms. Compton Fortuna, Executive Director of the Coalition, had made similar request with an estimate submitted to repave the road in the amount of \$17,335 which included \$2,860 for pothole repair. The County leased the property to the Hunger and Health Coalition at a rate of \$1 per year with the Coalition

responsible for maintenance and repairs. The County did provide property and liability and flood insurance for the facility.

After discussion was held, Ms. Brooks stated that the Coalition would bring a more detailed request with updated estimates to the Board at a future meeting.

PLANNING AND INSPECTION MATTERS

A. Proposed NC Rural Center Grant Application

Mr. Joe Furman, Planning and Inspections Director, presented a request to submit a grant application to the NC Rural Economic Development Center on behalf of Mr. Sean Spiegelman, owner of Appalachian Mountain Brewery (AMB), for funding in the amount of \$80,000 from the Building Reuse and Restoration Program. The funds would be used to renovate the building located at 163 Boone Creek Drive which will be AMB's facility. Mr. Furman stated that this was the same grant program that was utilized by Aaron's located on Highway 105 Extension. That grant was successfully closed-out upon completion of all terms being met.

AMB committed, through the grant application, to the creation and maintenance of 10 jobs and to providing to the County the funds for the required 5% (\$4,000) cash match. Chairman Miller requested assurance that AMB and/or the owners would be responsible for the repayment of any grants funds that may be required due to the failure to meet the grant commitments as stated. The application deadline was August 24, 2012, with notices of award to be made by October 15, 2012.

Vice-Chairman Gable, seconded by Chairman Miller, moved to authorize the submission of the grant application to the NC Rural Economic Development Center on behalf of Appalachian Mountain Brewery in the amount of \$80,000 contingent upon Appalachian Mountain Brewery providing to the County the funds for the required \$4,000 cash match and contingent upon the County Attorney's review of the application.

VOTE: Aye-2(Miller, Gable)
Nay-1(Blust)
Absent-2(Deal, Futrelle)

PLANNING AND INSPECTION MATTERS

B. Community Development Block Grant (CDBG) Scattered Site Housing Program Matters

- 1. 2009 Program Close Out Public Hearing Request**
- 2. 2012 Program Public Hearing Request**

Mr. Furman requested the Board schedule two required public hearings on August 21, 2012, as associated with the Community Development Block Grant (CDBG) Scattered Site Housing Program (SSHP). The first would allow citizen comment regarding the closeout of the current 2009 Scattered Site Housing Program (SSHP). The second was required to begin the process of

the 2012 Scattered Site Housing Program (SSHP). Applications for the 2012 Program were due October 17, 2012.

Commissioner Blust, seconded by Vice-Chairman Gable, moved to schedule a public hearing at 6:00 P.M. on August 21, 2012, to allow citizen comment on the closeout of the Community Development Block Grant 2009 Scattered Site Housing Program.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

Commissioner Blust, seconded by Vice-Chairman Gable, moved to schedule a public hearing at 6:00 P.M. on August 21, 2012, to allow citizen comment regarding the start-up of the Community Development Block Grant 2012 Scattered Site Housing Program.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

PLANNING AND INSPECTION MATTERS

B. Community Development Block Grant (CDBG) Scattered Site Housing Program Matters

3. 2012 Program Proposed Committee Appointments

Mr. Furman stated that the Community Development Block Grant (CDBG) Scattered Site Housing Program (SSHP) required the County to appoint a committee to help establish polices and select the recipients for housing assistance through the program. The 2009 Scattered Site Housing Program Committee consisted of:

Jim Atkinson	Director, Watauga County Department of Social Services
Scott Eggers	Watauga Community Housing Trust Fund
Margie Mansure	NC Cooperative Extension (Watauga County)
Compton Fortuna	Director, Watauga County Hunger and Health Coalition
Kevin Rothrock	Planner, Town of Blowing Rock
Angie Boitnotte	Director, Watauga County Project on Aging
Andy Blethen	Environmental Health Director, App. Dist. Health Dept.
Loretta Clawson	Mayor, Town of Boone
Angela Miller	Director, W.A.M.Y. Community Action
Tony Caito	Director, Watauga County Habitat for Humanity
Danny Staley	Director, Appalachian District Health Department

Mr. Furman stated that neither Ms. Miller, Mr. Caito, nor Mr. Staley were currently with the organizations as listed and further stated that the appointments to the 2012 Committee could be the Director (or their designee) for each of the agencies listed above.

Commissioner Blust, seconded by Vice-Chairman Gable, moved to appoint the Directors, or their designee, representing of each of the agencies listed above as the 2012 Scattered Site Housing Committee.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

TAX MATTERS

A. Monthly Collections Report

Tax Administrator Kelvin Byrd presented the Tax Collections Report for the month of June 2012. This report was presented for information only and, therefore, no action was required.

B. Refunds and Releases

Mr. Byrd presented the following Refunds and Releases for June 2012 for Board approval:

TO BE TYPED IN MINUTE BOOK

Commissioner Blust, seconded by Vice-Chairman Gable, moved to approve the Refunds and Releases Report for June 2012, as presented.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

BUDGET AMENDMENTS

Ms. Margaret Pierce, Finance Director, reviewed the following budget amendments:

Account #	Description	Debit	Credit
103300-349909	NC Lottery Funds		\$850,000
105911-470006	Cove Creek Roof Replacement	\$850,000	

The amendment recognized the July 2, 2012, notice of award of NC Lottery funds applied for by the Watauga County Board of Education after Board of Commissioner approval of the application on March 17, 2012.

Account #	Description	Debit	Credit
103300-349909	NC Lottery Funds		\$106,588
105911-470009	Hardin Park Boiler Replacement	\$35,175	
105911-470010	Green Valley Parking Lot Paving	\$71,413	

The amendment appropriated NC Lottery Funds awarded in Fiscal Year 2011 for unfinished Watauga County Board of Education projects which were expected to be completed in the first quarter of Fiscal Year 2013.

Vice-Chairman Gable, seconded by Commissioner Blust, moved to approve the budget amendments as presented.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON THE COUNTY'S SOLID WASTE MANAGEMENT PLAN UPDATE

Chairman Miller declared the public hearing open at 6:08 P.M. to allow citizen comment on the proposed changes to the Watauga County Solid Waste Management Plan.

Mr. J. V. Potter, Operation Services Manager, stated that every three (3) years, the County was required by the State to update the Solid Waste Management Plan and hold a public hearing as part of the update process. The updated plan, which included a change to who hauled the Town of Blowing Rock's recycling, had been publicized and was presented to the Board for review.

Chairman Miller congratulated Mr. Potter along with the County's Recycling Manager, Lisa Doty, upon being named 6th in the State of North Carolina for the County's recycling efforts.

There being no public comment, Vice-Chairman Gable, seconded by Commissioner Blust, moved to close the public hearing at 6:10 P.M.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

Vice-Chairman Gable, seconded by Commissioner Blust, moved to approve the 2012 Watauga County Solid Waste Plan as presented.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Request to Surplus Property Acquired from the New River Service Authority

County Manager Geouque stated that the County recently acquired two properties as a result of foreclosures against the New River Service Authority. The New River Service Authority (NRSA) approved a resolution requesting a Future Advance Deed of Trust from the County in September of 2011. The Deed of Trust was secured by two tracts including land and buildings located in Watauga County. The amount secured by the Deed of Trust was 50% of the total tax value of the two tracts bringing the maximum amount available for allocation to \$477,600. NRSA was unable to repay the loan and thus the properties were offered at public sale in which the County was the highest bidder in the amount of \$454,000.

The Oak Street property was valued at \$371,200 (Land: \$201,300/Building: \$169,900) and the Shadowline property was valued at \$584,200 (Land: \$386,000/Building: \$198,200). Should the Board wish to sell the properties, the first step would be to surplus them and then decide whether to sell them individually or together.

Vice-Chairman Gable, seconded by Commissioner Blust, moved to declare the following two properties, including any structures located on them, as surplus: one lot located at the intersection of Oak Street and Pine Street in the Town of Boone, NC, Parcel ID 2910-16-1829-000 in the Watauga County tax maps and a 0.596 acre tract located on the Southwest side of the State Farm Road and on the Northwest side of the Shadowline Road in the Town of Boone, NC, Parcel ID 2910-53-4544-000 in the Watauga County tax maps.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

County Manager Geouque stated that a determination declaring the method of sale for the properties would need to be made and presented a proposed resolution that would be required should the Board choose to utilize GovDeals as has been done in the past.

County Attorney Eggers stated that three options were available: an electronic auction through GovDeals, holding a public auction on the Courthouse steps, or through a negotiated bid process with the properties to be ultimately sold through an upset bid process.

Discussion was held through which, by consensus, the Board agreed to have the County Manager list Notices of Sale for each of the properties, individually, and, then, if no offers were received after a few months, the Board could consider the other options available.

After discussion regarding the listing amounts for the properties, Commissioner Blust, seconded by Chairman Miller, moved to direct the County Manager to list the Shadowline Road property (Parcel ID 2910-53-4544-000) for sale in the amount of \$625,000 and the Oak Street property (Parcel ID 2910-16-1829-000) for sale in the amount of \$425,000.

VOTE: Aye-2(Miller, Blust)
Nay-1(Gable)
Absent-2(Deal, Futrelle)

County Attorney Eggers stated that the County Manger could use his discretion to determine the appropriate time to bring any negotiated offers to the Board for consideration. The County Attorney also stated that any issues, such as a commission fee for realtors, could be negotiated when considering an offer; however, once an offer went to the upset bid process, those terms would have to remain consistent with each upset bid received.

B. Boards and Commissions

County Manager Geouque stated that the Region D Development Corporation was a Certified Development Company that assisted the US Small Business Administration in delivering small business loans to the region. They also assisted in marketing and packaging loans for small businesses throughout the region. Per their bylaws, each county was required each May to appoint four persons to serve as members of the Development Corporation each year. Representative categories were local government (1), private lending institution (1), and community organization or a business organization (2).

The following were current appointees representing Watauga County: Mr. Fowler Cooper (Local Government); Mr. Brian Crutchfield (Community Organization); Mr. Jim Furman (Business Organization); and Mr. Brian Riggins (Private Lending Institution).

The County Manger stated that Mr. Cooper was no longer eligible as a local government representative. The government representative could be from any elected or appointed local government official within the County. Therefore, staff recommended Mr. John Spear with the Watauga County Planning and Inspections Department, to fill the local government vacancy. This was a first reading for consideration of Mr. Spear; however, it was a second reading for the remaining three.

Commissioner Blust, seconded by Vice-Chairman Gable, moved to waive the second reading and appoint Mr. John Spear as the Local Government representative for Watauga County to the Region D Development Corporation.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

The Board tabled consideration of the remaining three appointments to allow time for verification that they were still eligible representatives as listed.

County Manager Geouque stated that Ms. Julie Wiggins, Regional Ombudsman with the High Country Council of Governments, requested that Ms. Evelina Idol be considered for reappointment to the Watauga County Adult Care Home and Community Advisory Committee. Ms. Idol had indicated that she was willing to continue to serve, if so appointed. Her current term expired June 17, 2012.

Commissioner Blust, seconded by Vice-Chairman Gable, moved to waive the second reading and reappoint Ms. Evelina Idol to the Watauga County Adult Care Home and Community Advisory Committee.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

C. Announcements

County Manager Geouque announced the following:

- The County recently closed on the refinancing of the high school loan. The County netted a total savings of \$2.7 million with an average annual savings of \$170,000.
- The North Carolina Association of County Commissioners' (NCACC) 105th Annual Conference was scheduled for August 16-18, 2012, in Wake County.
- The High Country Council of Governments' Annual Banquet was scheduled for Friday, September 7, 2012, at Linville Ridge.

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

At 6:35 P.M., Vice-Chairman Gable, seconded by Commissioner Blust, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3) and Personnel Matters, per G. S. 143-318.11(a)(3).

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

Commissioner Blust, seconded by Vice-Chairman Gable, moved to resume the open meeting at 7:12 P.M.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

ACTION AFTER CLOSED SESSION

Commissioner Blust, seconded by Vice-Chairman Gable, moved to approve the June 19, 2012, closed session minutes as amended.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

ADJOURN

Commissioner Blust, seconded by Vice-Chairman Gable, moved to adjourn the meeting at 7:13 P.M.

VOTE: Aye-3(Miller, Gable, Blust)
Nay-0
Absent-2(Deal, Futrelle)

Nathan A. Miller, Chairman

ATTEST:

Anita J. Fogle, Clerk to the Board

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AGENDA ITEM 3:

APPROVAL OF THE AUGUST 7, 2012 AGENDA

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AGENDA ITEM 4:

PROPOSED AMENDMENTS TO THE WATAUGA COUNTY EMERGENCY OPERATIONS PLAN

MANAGER'S COMMENTS:

Mr. Jeff Virginia, Emergency Services Director, will present changes to the Watauga County Emergency Operations Plan. The major change is removing communication operations out from under the Sheriff to the Emergency Services Department reporting to the County Manager. Blowing Rock Communications was also eliminated as this is now handled by the Watauga County Communications and Emergency Services Department.

Board action is required to accept the changes as presented.

STATEMENT OF APPROVAL

The undersigned agree to the responsibilities assigned to their organization in the Watauga County Emergency Operations Plan.

Chair, Watauga County Board of Commissioners

Date

FOREWORD

The Watauga County Emergency Operations Plan was developed to address multiple hazards, which threaten a jurisdiction. Through use of a functional format, the plan encourages an Integrated Emergency Management System (IEMS) approach to disasters; and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. IEMS requires a system-wide integration of skills, people and resources. IEMS recognizes that plans developed for one type of emergency are extremely useful for other emergency situations and a significant amount of emergency operational capability can be established by addressing broadly applicable functions

The basic plan serves as a summary document and outlines specific responsibilities of county agencies. The sixteen (16) functional annexes define how each function works when in emergency situations. Defining the roles of each response agency reduces the confusion, chaos and conflict during an emergency; and significantly decreases the vulnerability of the public and their property to hazardous threats.

This plan meets the requirements of North Carolina planning guidance and the legal responsibilities identified in North Carolina General Statutes, Chapter 166A. It provides all the necessary elements to insure that local government can fulfill its legal responsibilities for emergency preparedness.

TABLE OF CONTENTS

		<u>Page No.</u>
Introduction		
Record of Changes.....		1
Statement of Approval.....		2
Forward.....		3
Table of Contents.....		4
Instructions for Use.....		6
Distribution List.....		7
Basic Plan		
I.	Purpose.....	1
II.	Situation and Assumptions.....	4
III.	Concept of Operations.....	6
IV.	Organization and Assignment of Responsibilities.....	8
V.	Continuity of Government.....	24
VI.	Administration and Logistics.....	25
VII.	Plan Development and Maintenance.....	26
	Appendix 1 – Organizational Structure.....	
	Responsibility Matrix.....	
	Appendix 2 – County Map.....	
	Appendix 3 – Laws and Ordinances.....	
	Appendix 4 – Glossary.....	
Common Function Annexes		
A.	Direction and Control.....	1
	Appendix 1 – Organizational Structure.....	
B.	Communications.....	1
C.	Notification and Warning.....	1
	Appendix 1 – Emergency Broadcast System Plan.....	
D.	Emergency Public Information.....	1
	Appendix 1 – Media Outlets.....	
E.	Law Enforcement.....	1
F.	Fire.....	1
G.	Emergency Medical Services.....	1

H. Volunteer Rescue Squads.....1

I. Public Works.....1

J. Public Health Services.....1

K. Evacuation/Transportation.....1

L. Shelter/Mass Care.....1
Appendix 1 – Special Needs Sheltering and Care.....

M. Damage Assessment.....1

N. Resource Management.....1

O. Animal Control and Protection.....1

P. Donated Goods Management Function.....1

Q. Mitigation.....1

INSTRUCTIONS FOR USE

It is intended that this plan, when implemented, be used by the Watauga County response organizations to obtain maximum use of existing resources, organizations, and systems in their response to emergencies and disasters that could and/or have occurred in the county. The format utilized is:

Basic Plan:

To be used by chief executives and policy officials.

Annexes:

Address the Common Functions for use by the operational managers.

SOPs:

Standard Operating Procedures are not contained in this plan, but must be developed by each operational manager and are essential to the implementation of this document. Copies of all SOPs will be submitted and kept for reference at the emergency operations center to insure integration of services when two or more agencies work together.

Each section of the plan contains a purpose statement for that section. All individuals with assigned responsibilities should be familiar with the entire plan, however added emphasis must be given to those sections for which they are responsible. While all circumstances cannot be addressed, the content of this plan should be used as a guide for those things that do occur but not specifically addressed herein.

DISTRIBUTION LIST

Copies of this plan have been distributed to the following:

Finance.....	1
County Manager's Office.....	2
Planning and Inspections.....	1
Library.....	2
Emergency Management.....	5
Health Department.....	1
Cooperation Extension Service.....	1
Forestry Services.....	1
Mental Health.....	1
Personnel.....	1
Sheriff.....	2
Communications.....	1
Social Services.....	1
Tax Department.....	1
Watauga Medical Center.....	1
Blowing Rock Hospital.....	1
Volunteer Rescue Squads.....	2
Fire Departments.....	13
County Schools.....	2
Emergency Medical Services.....	2
Red Cross.....	1

BASIC PLAN

WATAUGA COUNTY EMERGENCY OPERATIONS

I. PURPOSE

This plan predetermines actions to be taken by the governmental agencies and private organizations of Watauga County to reduce the vulnerabilities of people and property to disaster and establish capabilities to respond effectively to the actual occurrence of a disaster.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. General description of area. Watauga County is located in North Carolina Emergency Management Western Region, Area 12 and FEMA Region IV. Its geographic location is the Northern Mountains section of the State of North Carolina. It is bound on the East by Wilkes County, on the South by Caldwell County, on the North by Ashe County and the Tennessee State Line, and on the West by Avery County. The current population of the county and municipalities within the County is 41,000. Because Watauga County is a year-round resort area with visitors consisting of skiers, hikers, leaf viewers, and day-trippers, the anticipated peak population can reach up to 100,000.
 - a. The following governmental services, which may have expanded duties during a disaster, are provided by Watauga County:
 1. Emergency Medical Services (contracted)
 2. Animal Control
 3. Education
 4. Law Enforcement (Sheriff)
 5. Health Department
 6. Hospital
 7. Fire Marshal/Emergency Management
 8. Landfill Operations
 9. Libraries
 10. Mental Health

11. Social Services
12. Building Inspections
13. Volunteer Fire Departments
14. Volunteer Rescue Squads
15. County Maintenance
16. Parks and Recreation
17. Tax Appraisal Office
18. Finance

b. The following municipalities provide services that may be expanded during a disaster or their duties may be directly impacted by the hazard;

1. Town of Beech Mountain – Road maintenance, Fire and Rescue Services (Volunteer), Law Enforcement, and Communications. Emergency Medical Services are provided by Avery County. Sanitation and Recycling (contracted). Water and Sewer Services.
2. Town of Blowing Rock – Fire and Rescue Services (Paid and Volunteer). Law Enforcement, Sanitation, Water and Sewer (treatment of water and sewer is contracted). Building and Grounds maintenance for town facilities and roads. Parks and Recreation Services.
3. Town of Boone – Water and Sewer, Sanitation, Building, Facilities and Road Maintenance, Fire and Rescue Services (Paid and Volunteer), Law Enforcement, and Parks and Recreation. Communications services are for the city only.
4. Town of Seven Devils – Law Enforcement (Public Safety), Water (Wells), Street Department (14 Miles of town owned roads). Fire service (paid and volunteer). Property Services are provided on a demand basis with the homeowners being billed for services. Emergency Medical Services are provided from Watauga and Avery Counties.

2. The major traffic arteries are:

U.S. Hwy. 321 and 421, N.C. Hwy. 105, U.S. Hwy. 221 and N.C. Hwy. 194.

3. Railroads are:

The only functioning railroad is Tweetsie Railroad, which is a tourist attraction and serves no services other than a ride over a short distance.

4. The County contains the following airports:

Bamboo

5. Gas lines are:

Frontier Energy Corp. provides Natural Gas to Watauga County.

6. Water Distribution:

The town of Boone, Town of Blowing Rock, Town of Beech Mountain, Appalachian State University, and the Town of Seven Devils provide public water treatment and distribution systems in the county. Boone, Blowing Rock and ASU are interconnected. Beech Mountain and Seven Devils are not and therefore are reliant on a stand alone back up system. Most of these locations would rely on back up generators from outside resources to continue operations.

7. The County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential hazards (natural, technological and national security) for Watauga County are:

a. Potential Hazards

- Earthquakes
- Mudslides

- Dam Failure
- Mass Casualty Accident/Mass Fatality
- Civil Disorder (Evacuation/Re-entry)
- Severe Weather
- Hazardous Material Release
- Major Fire (Forest, Industrial, or Multi-Family)
- Power Failure
-

b. The County has experienced many hazards, all of which have at some time caused disruption to communities, great amounts of damage and in some cases created casualties. These hazards being natural, technological and civil are:

1. Historical Hazards

- Major Fires
 - >Large Structural
 - >Forest or Grassland (wildland/Urban Interface)
- Flooding
- Severe Weather
 - >Tornados
 - >Winter Storms
 - >Cold Weather
 - >Hurricanes (Latent Effects)
 - >Severe Thunderstorms
 - >Drought
- Hazardous Materials
 - >Transportation Accidents
 - >Fixed Facility
 - >Unknowns
- Airplane Crashes
- Civil Disturbances and Unrest

B. Assumptions

1. The occurrence of one or more of the disaster events previously listed could impact Watauga County severely and include several of the following possibilities:

- Loss of electric power
- Failure of water distribution systems
- Severance of road/highway network
- Necessity for mass care and feeding operations

- Evacuation of people from the county
 - Need for debris clearance and removal
 - Multiple injuries and fatalities
 - Drastic increase in media attention
 - Damage to the emergency communications network
 - Damage to the telephone network
 - Economic Impact
 - Increased number of vermin/vectors
 - Need for official public information and rumor control
 - Need for State or Federal assistance
 - Re-entry of essential personnel and equipment
 - Re-entry of the public
 - Damage to vital records
 - Need for damage assessment
 - Need for auxiliary power
 - Need for coordination of donated goods
 - Contamination of private wells
 - Over taxing local resources
 - Depth of Staffing problems
 - Loss of facilities vital to maintaining essential services
 - Environmental impact/wildlife, natural resources and agricultural
 - Management of reconstruction
 - Coordination of staged resources
 - Isolation of populations
 - Vandalism
2. The occurrence of one or more of the previously listed hazards could result in a true catastrophic disaster situation, which would grossly overwhelm local and state resources.
 3. It is necessary for the County to plan for and to carry out disaster response and short-term recovery operations utilizing local resources, however, it is likely that outside assistance would be needed and available in most major disaster situations affecting the County.
 4. Officials of Watauga County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan.

5. Watauga County and the municipalities within may have to operate with no outside assistance for a period of 24 to 72 hours. Services will be met as soon as reasonably possible, but each community should prepare to be self-supportive for as long as possible and identify shortfalls that may occur rapidly.

III. CONCEPT OF OPERATION

1. As required by General Statutes 166A-2, it is the responsibility of Watauga County Government to organize and plan for the protection of life and property from the effects of an emergency/disaster.
2. Watauga County utilizes the four phases of Comprehensive Emergency Management in designing and implementing the emergency services program. These phases are:
 - a. Mitigation –
Through the planning, building, and fire inspection programs the county and municipal governments use codes and standards to prevent industry from impacting on residential areas and also prevent sub-standard building construction and/or construction in flood prone areas. Mitigation programs offered through the Federal Emergency Management Agency are used to help reduce identified vulnerabilities. Education of the public about potential disaster effects and how to avoid associated problems is a program used, that also helps to prevent injury an death from disasters.
 - b. Preparedness-
Through disaster planning and recognition of hazards likely to affect the area, the county and municipal agencies are able to prepare for potential disasters. County agencies are offered training and equipment in preparation for a disaster and each department is responsible for seeing that their responders have adequate training to carry out assigned functions. Many other programs are offered to the residents of Watauga County to help them also be prepared.

- c. Response –
When a disaster occurs, the county and municipal agencies respond either as direct assistance to the disaster area or as support to the first responder's on-scene. The response agencies should act within their scope of training and can call upon outside resources as needed to mitigate further damages.
 - d. Recovery -
After the immediate short-term emergency needs of an area are controlled, the county and municipal governments begin a recovery process that may take several days to many months or years. Response agencies will determine what impacts have been made on the community and what activities need to take place to restore the community to pre-disaster conditions. Many times this effort will overwhelm the jurisdiction and assistance from the State and Federal Government will be needed.
3. Watauga County provides many emergency services to the citizens of the county on a daily basis. These services will be expanded during a disaster to facilitate more detailed assistance to the residents of Watauga County. Some of the services overlap into city/town government jurisdictions. While the cities/towns within the county provide many services such as emergency medical, social services, mental health, sheltering of evacuee's, emergency management, rescue and fire protection.
 4. Each city/town government in Watauga County will maintain their operations in the event of a disaster. However, if city/town government's resources prove to be inadequate during an emergency event, requests for County resources may be needed to keep the city/town governments normal operations functional. There are city/town governments, in the county, that will be able to remain completely functional without outside resources, but some towns may become totally dependent on the county resources.
 5. As requests for resources become overwhelming, the county will coordinate with adjoining counties for additional available assistance while also working with North Carolina Emergency Management to utilize state resources as county capabilities become exhausted.

When these requests concern compensation or liability issues, then the appropriate personnel will be contacted before requests are made.

6. When needed the Watauga County Commissioners can declare a “State of Emergency”, as directed by State Statute 166A-8, to assist the local emergency response agencies in carrying out their duties and for the protection of the citizens and property within the disaster area. Municipalities can independently declare a “State of Emergency” in the event of a disaster or by resolution they can accept a County “State of Emergency” if one is declared.
7. Local governments will use their normal channel for requesting state assistance and/or resources, through the Western Branch of Emergency Management to the State Emergency Operations Center. If state resources have been exhausted, the State of North Carolina through the Emergency Operations Center will arrange to provide the needed resource(s) using the Emergency Support Functions as described in the Federal Response Plan.
8. The Federal Response Plan establishes the basis for fulfilling the Federal government’s role in providing response and recovery assistance to a state and its affected local governments impacted by a significant disaster of any kind, which results in a required Federal Response.
9. Under the Federal Response Plan, departments and agencies having various authorities and resources have been assigned primary and support agency responsibilities for various Emergency Support Functions. These Emergency Support Functions will work in concert with state agencies to provide the needed resource(s).
10. Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer will be appointed as the President’s Representative to coordinate overall delivery of Federal Assistance. Federal departments and agencies have been assigned missions to provide assistance directly to the state, under the overall direction of the Federal Coordinating Officer.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Organization: Most of the departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining standard operating procedures and notification/recall rosters. Specific responsibilities are outlined below under the section entitled "Responsibilities" as well as in the Common Functions section of this plan. Responsibilities for certain organizations which are not a part of local government are also presented.
- B. Responsibilities
1. Chairman, County Commissioners/Mayor of Cities or Towns
 - a. Carry out appropriate provisions of state general statutes, in addition to local ordinances relating to emergencies.
 - b. Declare a State of Emergency at the County/Municipal level and assume direction and control of emergency operations within the designated jurisdiction.
 - c. Request assistance from State government through the Watauga County Emergency Management Coordinator, as needed, to control an emergency.
 - d. Insure that information, damage assessment and other reports are forwarded through the Western Branch Office to the State Division of Emergency Management regarding an emergency.
 - e. Nominate the Local Emergency Planning Committee, as identified by Title III of SARA, for appointment by the North Carolina State Emergency Response Commission.
 2. County Manager/City or Town Manager
 - a. Ensure County/City/Town agencies develop and continually update emergency plans and Standard Operating Procedures (SOPs) to respond to emergencies.

- b. Ensure that exercises and tests of the emergency systems are conducted on a periodic basis through the Emergency Management Coordinator.
 - c. Ensure that representatives for EOC staff are designated to report to the EOC upon activation to assist with providing direction and control.
 - d. The County Manager, when directed, acts on behalf of the Chairman, County Commissioners in the control of emergency operations and implementation of emergency policies/ordinances as appropriate through the Emergency Management Coordinator.
 - e. Ensure that financial records of expenditures are kept during emergencies.
 - f. Ensure, through the Chairman of the LEPC, that facilities within Watauga County having hazardous materials are reporting and planned for as required.
3. Emergency Management Coordinator
- a. Perform assigned duties according to state statutes and local ordinances.
 - b. Responsible for emergency planning, hazardous materials protection systems, development of procedures in accordance with Federal and State guidelines and coordination of emergency operations within the jurisdiction.
 - c. Establish, equip, and ensure readiness of the primary and back-up County Emergency Operating Center (EOC) to include status boards and other display devices and provide for operations on a continuous basis as required by providing food, water and other supplies for an effective operation.
 - d. Ensure adequate training and exercising of plans for the emergency management organization.
 - e. Recruit, equip, and insure training of disaster analysis staff.

- f. Maintain current list and inventory of available resources identifying personnel and agencies to support emergency operations to include notification and recall rosters of county and city/town agencies and mutual aid agreements for the use of these resources.
- g. Coordinate exercises and tests of the emergency systems within the jurisdiction and ensure a critique of exercises and actual incidents to assess and update procedures and plans as needed.
- h. Maintain liaison with utility companies and the N.C. Department of Transportation to arrange for back-up water, power, telephone service, and clearing of roads, for the EOC, during emergencies and for coordination of information with the utilities and the N.C. Department of Transportation.
- i. Assure all agencies maintain administrative and financial records as required.
- j. Alert and activate, as required, the County Emergency Management Organization when informed of an actual or impending emergency within the County.
- k. Receive requests for assistance from municipalities and agencies within the County and direct aid to areas where needed, supplementing county resources with requests to the State.
- l. Ensure that narrative and operational journals are kept during the emergency and that the EOC staff acknowledge and authenticate reports.
- m. Ensure necessary information, reports and briefings are issued on schedule.
- n. Serve as the Community Emergency Coordinator s defined by Title III of SARA supporting the LEPC in maintaining liaison with the Facility Emergency Coordinators.

- o. Coordinate planning and response efforts with other political subdivisions for incidents that could affect multiple jurisdictions.
- p. Provide for adequate coordination of recovery operations among private, state or federal agencies and organizations.
- q. Develop and maintain, with the Public Information Officer (PIO), a public information and education program and disseminate information in coordination with the PIO during an emergency.
- r. Identify potential evacuation areas in accordance with the county's hazard analysis and develop warning and evacuation procedures along with identifying routes of egress. Include the relocation of county residents into other jurisdictions when needed.
- s. Identify special needs populations and groups requiring assistance during potential evacuations and assure that institutions housing special needs populations have evacuation and relocation procedures.
- t. Along with Red Cross, designate and activate reception and shelter areas within the county to receive evacuees and coordinate with adjoining counties as needed for shelter services.
- u. Initiate the return of the population to the evacuated area at the direction of the Chairman of the County Commissioners.
- v. Develop a network of trained radiological monitors for radiological operations within the county.
- w. Identify and arrange for survey of potential shelter locations within Watauga County that will house special needs and institutionalized populations as well as the general population.
- x. Work with the Western Branch Office in securing and equipping Disaster Application Centers.

- y. Develop procedures for notifying key officials and activating the Emergency Alerting System.
 - z. Set priorities on available resources and implement resource controls.
 - aa. Serve as the lead agency for coordination of search activities for lost persons.
4. Public Information Officer (Emergency Management Coordinator, Communications and Emergency Services Director)
- a. Prepare procedures for the conduct of public information services during disasters to include the use of the Emergency Alerting System and verification/authentication of all received sources of information.
 - b. Establish and maintain current inventories and agreements for public information resources and keep a working relationship with the media.
 - c. Coordinate all media releases pertaining to emergency planning and operations and clear all information with appropriate agencies.
 - d. Provide for public rumor control and establish a phone bank for providing emergency information on contacts for missing relatives, restricted areas and continued emergency services.
 - e. Develop media advisories for the public and assist in the preparation and review of emergency public information materials for hazards affecting the county.
 - f. Provide emergency public information materials for the special populations including non-English speaking groups and visually impaired.
5. Sheriff
- a. Plan for conducting traffic control/movement of evacuees to shelter and other law enforcement operations throughout the County during disasters.

- b. Develop and maintain mutual aid agreements with surrounding law enforcement agencies.
 - c. When requested, provide security for the EOC, reception centers, shelters, and equipment during the disaster period.
 - d. Serve as the lead agency for direction and control during civil disturbance and other law enforcement activities coordinating with City/Town law enforcement agencies as appropriate.
 - e. Provide security and control access/re-entry to the damaged area(s) and vital facilities.
 - f. Develop and maintain procedures for the relocation and housing of prisoners.
 - g. Provide as available transportation resources for the movement of critical personnel and equipment.
 - h. Assist in warning and notifying affected populations of an existing, or impending emergencies.
 - i. Provide a representative to the EOC to assist with decision making and law enforcement coordination.
6. City/Town Law Enforcement Agencies
- a. Plan for conducting traffic control/movement of evacuees to shelter and other law enforcement operations throughout the Municipality during disasters.
 - b. Develop and maintain mutual aid agreements with surrounding law enforcement agencies.
 - c. Provide security and control access/re-entry to the damaged area(s) and vital facilities.

- d. Assist in warning and notifying affected populations of an existing or impending emergency.
- e. Coordinate municipal law enforcement activities with other city, county, and state agencies.

7. Fire Marshal

- a. Analyze fire potential and plan for coordination of structural fire fighting operations throughout the County.
- b. Develop mutual aid agreements with county fire departments.
- c. Prepare inventories of fire equipment and personnel and provide, within the capabilities of the County, protective equipment, instruments and clothing to perform assigned tasks in a hazardous material incident.
- d. Provide personnel to assist with staffing EOC operations.
- e. Provide coordination of county fire department operations and mutual aid from surrounding counties or municipalities.
- f. Serve as a technological advisor to county agencies and decision makers for potential hazards associated with hazardous materials and fire.
- g. Provide hazardous materials decontamination and monitoring support, including documenting exposures of personnel and the public.\
- h. Coordinate support personnel to assist in traffic control and damage assessment operations.
- i. Conduct fire inspections, to include shelter operations, during the recovery period.
- j. In conjunction with law enforcement, fire service agencies, and the transportation coordinator, establish staging areas for incoming resources from outside the county.

- k. Coordinate local fire departments to provide equipment for possible decontamination, as needed.
8. County Emergency Medical Services Director
- a. Plan and develop procedures for dispatch and coordination of emergency medical activities, using an incident command system, throughout the County during disasters and mass casualty incidents.
 - b. Develop mutual aid agreements to supplement emergency medical services.
 - c. Coordinate with the hospital disaster coordinator on use of other medical facilities within the County for mass casualty incidents and expansion of the emergency medical system.
 - d. Provide for the initial decontamination and treatment of patients contaminated by hazardous materials.
 - e. Maintain liaison with American Red Cross and other volunteer agencies to support first aid and to supplement emergency medical resources.
 - f. During a disaster report to the EOC and establish a system, along with the Health Department and Department of Social Services, to check on residents with special medical needs.
 - g. Provide for the transport of medical supplies, oxygen, etc. to medical facilities and special needs patients.
 - h. Activate the Critical Incident Stress Debriefing (CISD) Team for assistance with emergency workers and victims of the disaster.
 - i. Provide a support role to Red Cross or Department of Social Services for shelter operations and to the County Medical Examiner during a mass fatality incident.
9. Fire Departments
- a. Assist in warning and notifying the affected population of an existing or impending emergency.

- b. Deploy fire personnel and equipment during emergencies.
- c. Designate staging areas for mutual aid and volunteer forces responding from other areas.
- d. Support rescue operations to include confined space and structural collapse rescue.
- e. Provide hazardous material decontamination support.
- f. Maintain fire security in evacuated areas.
- g. Assist in debris clearance for emergency access in the disaster area.
- h. Provide First Responder Medical Support, in the departments that provide this service, to the community.
- i. Watauga County Fire Commission will provide a liaison to the Emergency Operation Center when it is activated.
- j. Develop and maintain Standard Operating Procedures and Resource Manuals

10. Rescue Squads

- a. Rescue of injured and entrapped victims during emergency operations to include high and low level, trench, and confined space rescues.
- b. Provide for and support water rescue and victim recovery operations.
- c. Provide a support role for emergency operations as needed for public warning and traffic control.
- d. Deploy rescue personnel and equipment in an emergency.
- e. Support the evacuation of special institutions and handicapped/disabled individuals.
- f. Support search and rescue services for lost individuals and for individuals unable to evacuate due to injury.

- g. The Chief of the Watauga County Rescue Squad, Boone FD and the Blowing Rock Rescue Squad or their liaison reports to the Emergency Operations Center to assist in coordination of rescue operations.
- h. Provide emergency back-up services to the county emergency medical services to include off-road vehicles to reach isolated areas.
- i. Support shelter operations by providing medical and transportation resources.

11. Social Services Director

- a. Plan for coordination of social services operations during disaster.
- b. Coordinate with medical/health care facilities (e.g. nursing homes, rest homes, etc.) to insure development of emergency/evacuation procedures in conjunction with the Fire Marshal and Emergency Management Coordinator.
- c. Develop agreements with other agencies for supplemental support of DSS activities.
- d. Coordinate emergency activities during response and recovery with American Red Cross, Aging, and other volunteer organizations to include sheltering, mass care, and clothing.
- e. Provide trained personnel for the staffing operation or support of DSS or Red Cross Shelters.
- f. Provide for the operation of Special Needs Shelters.
- g. Report to the Emergency Operations Center upon activation to provide coordination and decision making support for DSS services.
- h. Provide emergency benefits within the resources of the Department of Social Services.

- i. Coordinate with the Health Department to provide support personnel and services during disasters.
12. County Communications Director
- a. Plan and develop procedures for direction of communications and warning systems, including two-way radio systems throughout the County, developing methods of communicating between EOC, field forces, shelter facilities, adjacent jurisdictions and Area/State EOC.
 - b. Receive and disseminate warning information and insure information related to emergency/disaster situations is provided to emergency workers, key officials, special locations such as schools, hospitals, nursing homes etc. and the Emergency Operations Center.
13. Watauga County Maintenance
- a. Plan for emergency repair of vital county facilities and utilities to include providing emergency power, water, and sanitation during disasters.
 - b. Assist Red Cross and DSS with shelter marking and upgrading.
 - c. Assist with debris clearance and removal at county facilities and shelters.
 - d. Develop mutual aid agreements with the municipalities.

- e. Provide county maintenance resources to assist with emergency incidents in the county.
- f. Provide representation to the EOC for coordination of public works activities and assistance with damage assessment.

14. City/Town Public Works

- a. Provide for debris removal within City/Town jurisdictions.
- b. Provide for confined space rescue support to the rescue and fire services.
- c. Provide City/Town resources to support emergencies outside incorporated jurisdictions within the scope of mutual aid agreements.
- d. Develop standard operating procedures and mutual aid agreements.
- e. Plan for emergency repair of water, sewer, and road systems within the jurisdiction.

15. Health Director

- a. Develop procedures for emergency public health operations including agreements with surrounding counties for assistance.
- b. Plan for inspection of food, water, and sanitation in shelters and public eating areas during disasters.
- c. Provide nursing staff capabilities within public and special needs shelter to assist with medical and medication needs.
- d. Implement emergency health awareness and public information programs through the County Public Information Officer.
- e. Report to the EOC for coordination of health department activities to evaluate, detect, prevent and control

Communicable disease, waste disposal and vector/vermin control.

- f. To assist with evaluation of potential contamination by using the State lab and the Boone Water Plant.
- g. Assist with recommendations for determining hazardous material exposure levels for emergency workers and the public, providing for exposure inhibiting or mitigating drugs and vaccines.
- h. Coordinate with mental health agencies to provide for identified needs.
- i. Provide health department facilities for use as mobile and fixed emergency care centers.
- j. Provide information and personnel, upon request, to assist state agencies with monitoring and the gathering of samples from food handlers and processors during a hazardous materials incident.

16. Medical Examiner

- a. Respond to notifications of fatalities from local authorities, identify needed resource equipment and establish an adequate morgue system for mass fatalities.
- b. Supervise the relocation and transportation of the remains of the deceased.
- c. Develop procedures for the recovery, registration, identification and cause of death of the deceased utilizing the State Medical Examiners Office as a support agency when needed.
- d. Issue death certificate, notify next-of-kin and release the remains and personal effects to proper representatives.
- e. Issue press releases in conjunction with the Public Information Officer.

- f. Coordinate with funeral directors, pathologist, American Red Cross, dentist, X-Ray technicians and law enforcement agencies for assistance.

17. Superintendent of Schools

- a. Support transportation operations during evacuations of return of evacuees.
- b. Provide support personnel (school counselors, bus drivers, and cafeteria staff) to support disaster operations.
- c. Coordinate letters of agreement to provide school facilities to be used as shelters for mass care and feeding, temporary medical facilities, and Disaster Application Centers.
- d. Provide school system fuel, vehicles, and facilities to support emergency operations.
- e. Assist with the coordination of transportation operations and keep EOC advised of status.
- f. Direct and plan for the evacuation of school populations in high hazard areas.

18. Finance Officer (County/City/Town)

- a. Plan for assisting in the acquisition of available resources for emergency purposes.
- b. Develop financial accounting record procedures for county/city/town agencies to report their emergency expenses.
- c. Develop procedures for the procurement and delivery of essential resources and supplies.
- d. Serve as back-up in the absence of the County/City/Town Manager.
- e. Insure that response agencies initiate documentation of all cost incurred subsequent to the disaster.

19. Damage Assessment Officer (County Tax Office)
 - a. Assist the Emergency Management Coordinator with developing, training, and equipping personnel for the purpose of conducting damage assessment within appropriate jurisdictions.
 - b. Report to the Emergency Operations Center to organize and deploy damage assessment teams and provide for a system to collect data and prepare damage assessment reports for County and State Officials.
 - c. Along with the Emergency Management Coordinator develop, review, and annually update procedures for damage assessment reporting and accounting.
 - d. As damage assessment reports are compiled, identify, maintain and distribute to the appropriate agencies a list of vital facilities requiring priority repairs.

20. American Red Cross
 - a. Serve as lead agency for providing shelter/mass care operations coordinating with the Department of Social Services and the Health Department for staff support.
 - b. Coordinate damage assessment activities with the county damage assessment officer.
 - c. Provide shelter managers and supplies for shelter operations.
 - d. Provide for training of managers and staff for shelter operations.

21. Agricultural Extension Agent
 - a. Coordinate public information distribution with the Health Department and the County Public Information Officer.
 - b. Assist the EOC in identifying and coordinating assistance for agricultural needs within the county.

- c. Coordinate agricultural damage assessment teams with the county damage assessment officer.

22. Animal Control

- a. During shelter operations provide for the use of Animal Control facilities and equipment to be used to assist persons evacuating with domestic animals.
- b. Provide vehicles and staff to assist with transportation of vital personnel and equipment during emergency operations.

V. CONTINUITY OF GOVERNMENT

A. General

The possibility that emergency and disaster occurrences could result in disruption of government functions necessitates that all levels of local government and their departments develop and maintain procedures to ensure continuity of government. These procedures will name who will be the decision-makers if an elected official or department head is not available.

B. Line of Succession

- 1. The line of succession of the County Board of Commissioners proceeds from the chairman to the members of the board in accordance with County policy.
- 2. Lines of succession for the Emergency Management Coordinator and department/agency heads with emergency responsibilities are shown in the appropriate annexes.

C. Preservation of Vital Records

- 1. It is the responsibility of the elected officials to insure that all legal documents of both a public and private nature recorded by designated officials be protected and preserved in accordance with existing laws, statutes, and ordinances.

2. Each department/agency is responsible for the preservation of essential records to ensure continued operational capabilities.

D. Relocation of Government

1. The County provides for the relocation of the governing body to the EOC during times of emergency if necessary.
2. If the primary EOC is determined inoperable, the governing body will relocate to the alternate EOC facility as needed.

VI. ADMINISTRATION AND LOGISTICS

A. General

1. The emergency services dispatching operations center operates continuously 24 hours per day and is administered by the Watauga County Communications and Emergency Services Office.
2. The operational readiness of the EOC is the responsibility of the Emergency Management Coordinator.

B. Records and Reports

1. Records of expenditures and obligations during emergency operations must be maintained by County/City/Town Governments.
2. Narratives and operational journals of response actions will be kept by each agency with an assigned function during the disaster period.

C. Consumer Protection

1. Consumer complaints pertaining to alleged unfair or illegal business practices during emergencies will be referred to the State Attorney General's Consumer Protection Division.

D. Non-Discrimination

1. There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of disaster preparedness or disaster relief and assistance functions.
2. This policy applies equally to all levels of government, contractors, and labor unions.

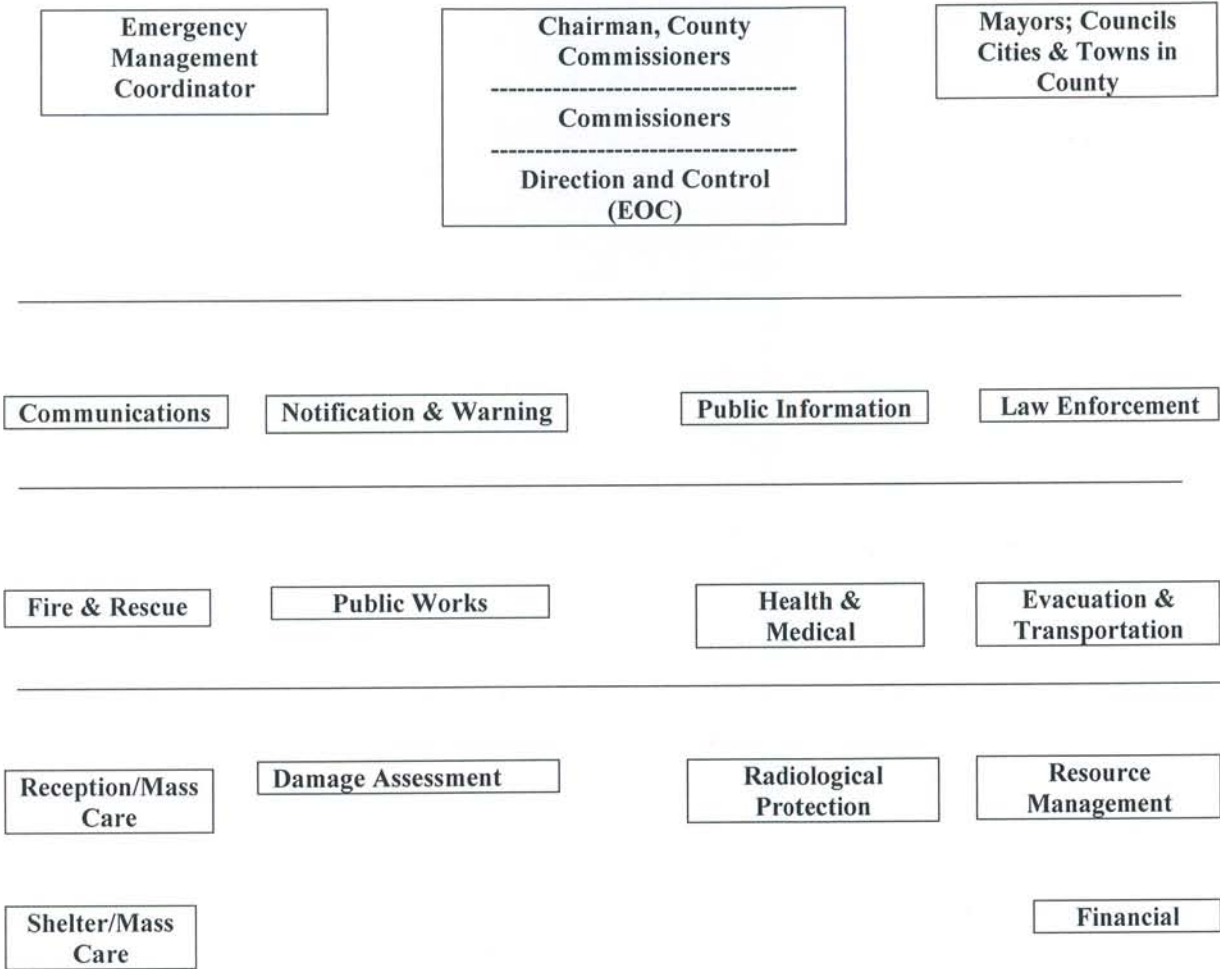
E. Agreements and Understandings

1. Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergency situations.
2. Should local government resources prove to be inadequate during emergency operations, requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Requests for State and Federal resources must be made through the local Emergency Management Coordinator to the State Emergency Management Western Branch Office. From there, such requests are forwarded to the State EOC.
3. Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The County Manager will insure development and annual review of this plan is conducted by all officials involved and will coordinate necessary revision efforts through the Emergency Management Coordinator. This shall include review of those portions of the plan actually implemented in an emergency.
- B. This plan shall be exercised in accordance with the Federal Emergency Management Agency (FEMA) four year exercise plan to insure a readiness posture for those who have an emergency responsibility.

**BASIC PLAN
APPENDIX 1
ORGANIZATIONAL STRUCTURE
FOR EMERGENCY OPERATIONS PLAN**



**BASIC PLAN
APPENDIX 1
ATTACHMENT 1
FUNCTIONAL RESPONSIBILITY MATRIX**

	D I R E C T / C O N T R O L	C O M M U N I C A T I O N	N O T I F C A T I O N	W A R N I N G	E P I	L A W E N F O R C E	F I R E	R E S C U E	P U B L I C W O R K S	H E A L T H	E M S / M E D I C A L	I D / M O R T U A R Y	E V A C U A T I O N	T R A N S P O R T A T I O N	S H E L T E R / M C	D A M A G E A S S E S S	R A D P R O T E C T	R E S O U R C E M G M T
CHAIR CO. COMMISSION	P															S		
COUNTY MANAGER/ADMIN.	S															S		S
EM COORDINATOR	S		S	S	S		S	S			S		S		S	P	P	P
SHERIFF	S	S	S	S	S	P						S	P		S		S	
COMMUNICATIONS DIR.		P	P	P	S													
COUNTY MAINT.					S				P						S	S		S
SUPT. OF SCHOOLS													S	P	S			
COUNTY HEALTH DIRECTOR										P		S			S		S	
MEDICAL EXAMINER								S		S	S	P						
AMERICAN RED CROSS															P	S		
CHIEF RESCUE SQUAD				S				P		S	S		S	S				
FIRE ASSOC. PRES.		S	S	S			P	S			S		S		S			S
SOC. SERVICES DIRECTOR										S			S		S			
RADIOLOGICAL OFFICER																		P
AGRICULTURAL EXT.					S					S						S	S	
ANIMAL CONTROL															S			

* S – SUPPORT P – PRIMARY

**APPENDIX 2
WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
COUNTY MAP**

WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 3
AUTHORITIES AND REFERENCES

The following authorities and references are listed for reference purposes only and are Not included in the planning document. A support document with some of the referenced items will be distributed to certain key individuals. Anyone who needs access to these references that does not have a copy of the support document should contact the Watauga County Emergency Management Office.

- A. Emergency Management Act of 1977, N.C. General Statutes 166-A.
- B. Federal Communications Commission (FCC) rules and regulations.
- C. Public Law 93-288 as amended by Public Law 100-707.
- D. National Security Decision Directive #259.
- E. Watauga County Emergency Management Ordinances.
- F. Watauga County State of Emergency Ordinance.
- G. Local Mutual Aid Agreements and Understandings.
- H. Part 73, Subpart G and H, Federal Communications Commissions Rules and Regulations.
- I. North Carolina Emergency Management Act of 1977 as amended, NC G.S. 166A-1, et. Seq.
- J. N.C. Executive Order 17.
- K. N.C. General Statutes 115C-242 (6).
- L. N.C. General Statutes Article 36A of Chapter 14.
- M. N.C. Executive Order 18.
- N. Nuclear Attack Planning Base 1990 (NAPB 90), April 1987.
- O. N.C. General Statutes 147-33.
- P. Local Government Emergency Planning (CPG 1-8).

- Q. Standards for Local Civil Preparedness, CPG 1-5.
- R. Radiological Defense Preparedness, CPG 2-1.
- S. Radiological Defense Manual, CPG 2-6-2.
- T. Civil Defense Emergency Operations Reporting System, CPG 2-10/1-4,6.
- U. Federal Emergency Management Agency. Guide for the Design and Development of a Local Radiological Protection System, CPG 1-30.
- V. Federal Emergency Management Agency. Guidance for Developing State and Local Radiological Emergency Response Plans and Preparedness for Transportation Accidents, FEMA-REP-5.
- W. N.C. General Statutes 104E.
- X. Standard Operating Procedure for Nuclear Attack Reporting, 1989.
- Y. Handbook for Applicants Pursuant to P.L. 93-288, DR & R1 FEMA, 3-81.
- Z. Digest of Federal Disaster Assistance Programs: DR & R 21, FEMA, June, 1985.
- AA. Federal Disaster Assistance Program, DR & R 18, Jan., 1987.
- BB. Disaster Recovery Manual, N.C. Department of Crime Control and Public Safety, Division of Emergency Management, May 1989.\
- CC. The Hazardous Chemical Right to Know Act, Article (8), Chapter 95 of N.C. General Statutes.
- DD. Title III of Superfund Amendments and Reauthorization Act of 1986 (SARA).
- EE. Statement of Understanding between the State of North Carolina and the American Red Cross.
- FF. American Red Cross 3000 Series Disaster Regulations.
- GG. Shelter Management Handbook (FEMA-59).

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX A
DIRECTION AND CONTROL**

I. PURPOSE

This annex outlines the direction and control procedures for emergency operations and identifies the personnel, facilities and resources which will be utilized in the coordinated response activities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Direction and control of normal day-to-day emergencies is performed by senior on-scene emergency response personnel (i.e. law enforcement, fire, rescue, EMS) in accordance with local ordinances, policies and procedures.
2. Many hazards exist within or near the County which have the potential to cause disasters of such magnitude as to warrant centralization of the direction and control (Emergency Operations Center) function in order to conduct effective and efficient emergency operations.
3. Municipalities within the county may exercise independent direction and control of their own emergency resources, outside resources assigned to the municipality by the Watauga County Emergency Operations Center, and resources secured through existing mutual aid agreements with other municipalities. Requests for state/federal government assistance will be directed to the Watauga County Emergency Management Coordinator prior to activation.
4. Centralized county-wide direction and control (Emergency Operations Center activation) is desirable when one or more of the following situations occur:
 - a. there exists an imminent threat to the public safety/health;
 - b. extensive multi-agency/multi-jurisdiction response and coordination are necessary to resolve or recover from the emergency situation;

EOP/ANNEX A

III. CONCEPT OF OPERATION

A. General

1. Emergency operations shall include all activities which are directed toward reduction of the immediate hazard, establishing situation control, and restoration of normal operations within Watauga County.
2. The responsibility for the direction and control of disaster situations is vested in the County Board of Commissioners and is routinely exercised through the Emergency Management Coordinator.
3. The Emergency Management Coordinator will activate, organize and operate the Emergency Operations Center in a flexible manner based on the magnitude of the situation.
4. The organizational structure if the Emergency Operations Center will be arranged according to the type of incident, agencies and/or jurisdictions involved, objectives and strategies selected to resolve the situation, and the demands of the emergency. Municipalities, when needed, will provide liaison contacts to the County Emergency Operations Center for inter-jurisdictional coordination when the
5. The Chairman of the Board of Commissioners, along with appropriate administrative staff, will be notified by the Emergency Management Coordinator when Emergency Operations Center activation is warranted to direct and control emergency operations.
6. The Emergency Operations Center is the operational area from which emergency response activities can be directed, controlled and coordinated. It will be managed in accordance with the County Emergency Operations Center Standard Operating Procedures.
7. On-scene activities of emergency response personnel will be managed utilizing an Incident Command System.

B. Staffing

Personnel assigned to the Emergency Operation Center will operate in one of the following five (5) functional groups as assigned by the Emergency Management Coordinator:

1. The Executive Group, under the direction of the Chairman of County Commissioners and or Mayor of a Municipality, consists of elected officials, jurisdictional management/liaison representatives, and public information officials. This group is responsible for:
 - a. The approval of policies and strategies pertinent to the emergency/disaster situation.
 - b. Assuring briefings of the Emergency Operations Center staff occur for the purpose of coordinating information.
2. The Operations Group, under the direction of the Emergency Management Coordinator, consists of the designated representatives of the agencies conducting emergency operations (law enforcement, fire, rescue, EMS, others as appropriate). This group is responsible for the direct supervision of county operations including the allocation of resources necessary to implement the approved strategies and policies.
3. The Planning Group, consisting of technical advisors pertinent to the type of emergency/disaster, may be established to:
 - a. Collect, evaluate, display and disseminate information regarding the incident and status of resources;
 - b. Maintain a journal, post data and maintain status boards;
 - c. Analyze the predictable probable course of emergency incident events;
 - d. Develop strategies (action plans) and alternatives to control operations for the incident; and,
 - e. Anticipate resource requirements.
5. The Logistics Group of representatives of emergency support agencies (i.e. shelter and mass care, public works, communications, etc.), may be established to coordinate the acquisition of supplies, equipment and other resources (public and private) necessary and approved to resolve/recover from the emergency or disaster situation.

5. The Finance Group, under the direction of the County Finance Officer, may be established to:
 - a. Compile and maintain documentation of purchases, acquisition and utilization of emergency supplies, equipment and other services;
 - b. Perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency/disaster situation.

IV. CONTINUITY OF GOVERNMENT

- A. Staffing assignments for positions in the Emergency Operations Center will allow for continuous 24-hour operations. Selection and assignment of personnel will be the responsibility of the individual participating agencies.
- B. In the event that the primary Emergency Operations Center is not functional, the alternate Emergency Operations Center will be activated.

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX B
COMMUNICATIONS**

I. PURPOSE

This annex describes the County's communications system and presents available communications sources to be used by County government agencies during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Communications play a critical role in emergency operations. Communications networks and facilities exist and operate throughout the County. Properly coordinated, these facilities provide for effective and efficient response activities
2. The Emergency Communications Center is located in the Watauga County Communications Center at 184 Hodges Gap Rd in the Town of Boone. An alternate communications center is located in the Boone Police Department with the same capability to assist with communications as needed.

- B. Assumptions: It is assumed that the communications system will survive and/or withstand the effects of a disaster. This annex will provide coordination of all communications systems during an emergency situation facilitating timely response activities.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency communications systems and services used by the County are controlled by Communications and Emergency Services Director.
2. The County Warning Point is operated 24 hours a day and serves as the Emergency Communications Center.
3. Emergency calls are generally received through the E-911 telephone service and dispatched according to communications

center standard operating procedures and Computer Aided Dispatch (CAD).

3. As the emergency escalates, the staffing of the Emergency Communication Center may be expanded as required.
4. Emergency communications procedures will be implemented and backup capabilities activated as necessary.
5. Appropriate backup communications personnel will be notified when needed for the expansion of communications capability.
6. The Town of Boone receives most of their 911 calls directly at their communications center located at the Police Department. However, occasions occur when calls are received and dispatched through the Watauga County Communications Center.

B. Specific

1. Telephone Service
 - a. Telephone and 911 services in the County are provided by Skyline Telephone and AT & T Telephone Companies.
 - b. In the event of telephone communications loss, the telephone companies with services in Watauga County will be provided with a list of essential users for priority restoration, by the emergency management office.
 - c. Essential users will receive priority telephone service and restoration during emergencies.
2. Two-Way Radio Systems
 - a. The County two-way radio system is designated as a principal system to be used for direction and control activities. It provides voice communications between mobile units operated by department heads or chiefs of emergency services and the County Emergency Communications Center. The principal operators are:

2

- (1) Sheriff
 - (2) Municipal Law Enforcement Chiefs
 - (3) Emergency Management Coordinator/Fire Marshal
 - (4) Fire Chiefs
 - (5) Rescue Chiefs
 - (6) Emergency Medical Services Director
- b. The following City/County departments, agencies and organizations operate two-way radio systems:
- (1) Sheriff's Department
 - (2) Board of Education
 - (3) County Volunteer Fire Department(s)
 - (4) Blowing Rock Police Department
 - (5) Boone Fire/Police Departments
 - (6) City/Town Public Works Departments
 - (7) Rescue Squad(s)
 - (8) Hospital
 - (9) Emergency Medical Service
 - (10) Emergency Management/Fire Marshal
 - (11) County Maintenance and Utilities
 - (12) Seven Devils Police Department
 - (13) Watauga County Parks and Recreation
 - (14) Watauga County Landfill Operations

3

c. Other two-way communications systems which may be used to communicate with the State EOC and surrounding counties during emergencies include:

- (1) Division of Criminal Information (DCI)
- (2) North Carolina Inter-City Police Network
- (3) Civil Air Patrol Radio Systems
- (4) State Emergency Management FM Voice Radio Network
- (5) Commercial Telephone
- (6) RACES and ARES

d. The following communications systems can be accessed from the county communication center:

- (1) Sheriff's Department Radio System
- (2) County Fire Protection Network
- (3) Hospital System
- (4) EMS/Rescue Squad Radio System
- (5) The Local Area Police Network
- (6) The public works/utilities network
- (7) The State Emergency Management network
- (8) NCSHP VIPER SYSTEM

4. Other Communications Systems

The following communications systems are available but not operated from the communication center:

- a. Civil Air Patrol Squadron
- b. Watauga County RACES Network

EOP/ANNEX B

4

- c. Watauga County ARES Network

IV. DIRECTION AND CONTROL

- A. The Watauga County Emergency Management Coordinator will be notified when a major emergency situation has occurred or is imminent. The Emergency Management Coordinator will then inform County officials in accordance with the County procedures.
- B. Authority to direct and control the use of communications systems and services available to County departments and agencies is delegated through the Watauga County Communications and Emergency Services Director.

V. CONTINUITY OF GOVERNMENT

The line of succession is:

- A. Watauga County Communications and Emergency Services Director
- B. Communications Center Supervisor
- C. Communications Center Shift Supervisor

EOP/ANNEX B

5

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX C
NOTIFICATION AND WARNING**

I. PURPOSE

This annex describes the process for staffing, operating and maintaining a warning system in the event of an emergency. It also provides instructions for dissemination of warning information to response agencies and the general public throughout the County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The County Warning Point will normally initiate notification and warning.
2. Broadcast media will be relied upon to assist in the dissemination of warning and public information to the general public.
3. Operational telephone and/or radio communications may be utilized to notify public officials, Emergency Operations Center staff, emergency personnel and others as required.
4. Emergency service vehicles are available for warning the general public.
5. Special Needs groups or persons in group quarters may have to be provided special warning and notification.

B. Assumptions

1. Current forms of warning may necessitate augmentation in order to provide sufficient warning to the general public and special needs populations.
2. Use of mobile public address systems and/or house to house alert warning may be necessary when the urgency of the particular hazard requires immediate evacuation actions or when there is a failure of other warning systems.

III. CONCEPT OF OPERATION

A. Emergency warning may originate at the national, state or local level of government. Timely warning requires dissemination to the public by all available means. The following systems are used in Watauga County for receipt and dissemination of warning:

1. National Warning System (NAWAS)
2. National Weather Service (NWS) National Oceanic & Atmospheric Administration Weather Radio Service
3. Emergency Alerting System (EAS)
4. State Operated Two Way Radio Systems
5. N.C. Division of Criminal Information (DCI)
6. Local Government Radios
7. Sirens, horns, or mobile public address systems
8. Telephone Reverse Communications System

B. Receipt and Dissemination of Warning

1. The N.C. Highway Patrol serves as the State Warning Point in the Raleigh Communications Center. NAWAS and NWS alerts are received there from Federal agencies and on occasion the public.
2. Warning received from the site of an emergency or from the State Warning Point is normally reported to the Watauga County Communications Center, which serves as the County Warning Point.
3. Notification of governmental officials and emergency response personnel from the County Warning Point will follow established procedures.
4. Jurisdictions adjoining Watauga County will be notified through the communications center or by the quickest possible method, in the event an incident occurs within Watauga County that may cause adverse affects across jurisdictional lines. The Watauga County

EOP/ANNEX C

2

Emergency Management Coordinator will assume that facilities have been identified which can cause problems to adjoining counties, and that lines of communications remain open to provide a timely warning.

- C. Dissemination of Warning to the General Public of major emergencies will be by:
 - 1. Emergency Alert System (EAS)
 - 2. Weather alert radios
 - 3. Mobile public address systems as appropriate
 - 4. House to house alert by emergency personnel
- D. Dissemination of Warning to Special Populations
 - 1. Hearing impaired, special needs groups, persons in group quarters and Non-English speaking groups are notified by the most expedient means possible. Emergency messages will ask citizens to assist in the notifications and evacuations of these special groups.
 - 2. Public schools, hospitals, large industry, and other special warning locations will be educated in the most expedient means to receive notification and warning information. Each affected organization will determine the best means of notifying their populations.

IV. DIRECTION AND CONTROL

- A. The Chairman of the County Commission or designee has the authority to direct and control the County warning system.
- B. The Communications Director is designated as the County Warning Coordinator and will follow established County warning procedures.

V. CONTINUITY OF GOVERNMENT

- A. The line of succession is:
 - 1. Board of Commissioners

2. Communications Office Director
 3. Emergency Management Coordinator
- B. Lines of succession for agencies that support the warning operation are in accordance with their agencies established policies.
 - C. The decision by local government to disseminate the emergency alerting warning and protective actions instructions over the CPCS-I (or over the primary stations within Watauga County).
 - D. The preparation of the information to be disseminated in written form.
 - E. The activation of the EAS procedure.
 - F. The termination of the procedure when it is no longer required.

ANNEX C
APPENDIX 1
EMERGENCY ALERTING SYSTEM PLAN (EAS)

I. PURPOSE

This appendix provides specific instructions and procedures for Watauga County Government and suggested procedures for the Designated Administrative Officials to follow in the dissemination of emergency alerting and warning information and protective action instructions to the citizens of Watauga County over the Emergency Alerting System (EAS).

II. DEFINITIONS

- A. **Emergency Alerting System (EAS):** The EAS is composed of AM, FM and TV broadcast stations and non-governmental industry entities operating on a voluntary, organized basis during emergencies at Federal, State or operational (local) area levels.
- B. **Primary Station:** Broadcasts or rebroadcasts a common emergency program for the duration of the activity of the EAS at National, State or Operation (local) area level. The EAS transmission of such stations are intended for direct public reception as well as inter-station programming.
- C. **Common Program Control Station (CPCS):** This is a Primary Station in an Operational (local) Area, which is responsible for originating and coordinating the broadcast of an emergency action notification for its area.

III. CONCEPT OF OPERATIONS

This plan calls for:

- A. The prompt reporting of emergency information and recommended protective actions by Federal, State, business, industry and utility officials to the County Warning Point. These reports include severe weather watches and warning as well as other hazards such as dam failures, hazardous materials and other threats to the citizens of Watauga County as shown in the Basic Plan.
- B. The prompt reporting of emergency information and recommended protective action to the County Warning Point by emergency service.

**ANNEX D
APPENDIX I
NEWS MEDIA OUTLETS**

NEWSPAPERS:

WATAUGA DEMOCRAT

PO BOX 3050
BOONE NC 28607
PHONE: 264-3612
FAX: 262-0282
TRI-WEEKLY DISTRIBUTION

THE MOUNTAIN TIMES

PO BOX 1815
BOONE NC 28607
PHONE: 264-6397
FAX: 264-8536
WEEKLY DISTRIBUTION

THE BLOWING ROCKET

PO BOX 1026
BLOWING ROCK NC 28605
PHONE: 295-7522
FAX: 295-7507
WEEKLY DISTRIBUTION

WINSTON-SALEM JOURNAL

JOURNAL NORTHWEST BUREAU
PO BOX 56
BOONE NC 28607
PHONE: 264-3549

RADIO STATIONS:

WATA AM 1450

WZJS FM 100.7

PO BOX 72
BOONE NC 28607
PHONE: 264-2411
FAX: 264-2412
24 HOUR OPERATION

WASU 90.5

SUITE 332 WEY HALL
BOONE NC 28607
PHONE: 262-3170
FAX: 262-2543
24-HOUR OPERATION

WECR 102.3

1281 NEWLAND ROAD
NEWLAND NC 28657
PHONE: 733-0188
FAX: 733-0189
24-HOUR OPERATION

WVIO 1510 AM

BLOWING ROCK NC 28605
PHONE: 295-9002
FAX: 295-9002

WKBC 97.3

PO BOX 938
NORTH WILKESBORO NC 28659
PHONE: 910-667-2221
FAX: 910-667-3677
24-HOUR OPERATION

TELEVISION STATIONS:

WBTB CHANNEL 3

1 JULIAN PRICE PLACE
CHARLOTTE, NC 28208
PHONE: 704-374-3691
FAX: 704-374-3671

WCYB CHANNEL 5

101 LEE STREET
BRISTOL VA 24201
PHONE: 540-645-1522 (24-HOUR)
FAX: 540-645 1423 (24-HOUR)

WSOC CHANNEL 9

PO BOX 34665
CHARLOTTE NC 28208
PHONE: 704-335-4871 (24-HOUR)
FAX: 704-338-4736

MOUNTAIN TELEVISION NETWORK

643 GREENWAY ROAD
BOONE NC 28607
PHONE: 262-0990
FAX: 262-0038

CABLE COMPANIES

CHARTER COMMUNICATION

755 George Wilson Rd
BOONE NC 28607
Phil.stewart@chartercom.com
964-5468
Douglas.mast@chartercom.com
964-1195
FAX: 262-5705

SKYLINE

157 Seven Devils Rd
Banner Elk NC 28604
Karen Powell PIO
Karen.powell@skyline.org
336-876-6117
Mike Lewis 336-1350 ext. 6302
Safety

WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX D
EMERGENCY PUBLIC INFORMATION

I. PURPOSE

This annex presents a plan of action to provide prompt, authoritative and understandable emergency information to the public for natural, technological, and civil disturbance emergencies.

II. SITUATION AND ASSUMPITONS

A. Situation

1. The County is vulnerable to a variety of hazards. Media outlets exist which, if effectively employed, can be used to inform the population of the events that are occurring and how they may best respond to them.
2. The County is served by the news media outlets listed in ANNEX D, APPENDIX 1.
3. During periods of emergency, the public needs and generally desires detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public is made aware of potential hazards and the protective measures that can be employed.
4. The public may accept as valid rumors, hearsay, and half-truth information, which may cause unnecessary fear and confusion.

B. Assumptions

2. Local print and broadcast media will cooperate in broadcasting and publishing detailed disaster-related instructions to the public.
3. Depending on the severity of the emergency, telephone communication may be disrupted. Local and regional radio/television stations without emergency power may also be off the air. If this occurs, public address systems on

emergency vehicles and 1 door-to-door sweeps may be initiated.

3. Demand for information may be very heavy; therefore, sufficient staff will be provided and trained for this.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency Public Information (EPI) efforts will focus on specific, event-related information.
2. This information generally will be of an instructional nature focusing on such things as warning, evacuation, and shelter. It is important to keep the public informed of the general progress of events. A special effort will be made to report the facts as accurately as possible and provide advice concerning necessary protective actions. Rumor control will be a major aspect of the information program and will operate from the EOC.

B. Execution

1. Ongoing public education programs will be conducted to increase public awareness of potential hazards and necessary responses.
2. The County Public Information Officer (PIO) will coordinate with County media to provide information and education programs relating to emergency management.
3. Emergency Public Information documents for major hazards will be prepared and maintained during normal periods of readiness. When evacuation is imminent, public information will expand its capabilities to answer public inquiries and prepare new or modified public announcements.
4. The Watauga County Public Information Office will coordinate, as needed, a bank of phones to assist county residents with problems associated with the disaster.
5. Support staff to the public information officer will come from different county agencies, which will reassign staff to be used temporarily. Expansion and demobilization of this assignment will be made depending on demand of the general public.

6. The Public Information Officer will coordinate locations and time for press briefings and releases. A briefing room will be set up for this purpose and the location will be determined at the time of the disaster.
7. On-Scene Public Information Officers will be designated by the Incident Commander of each incident. If needed the on-scene information officer will coordinate their information releases with the County PIO. The Incident Commander may also request public information personnel through the county emergency management office.

IV. DIRECTION AND CONTROL

- A. General – The Public Information Officer, at the approval of the county manager or emergency management coordinator, is responsible for all news releases and public information disseminated at the County level. In times of emergency the Public Information Officer will operate from the EOC if appropriate.
- B. Educational and Public Information Programs – The Public Information Officer will provide the media with information on new developments affecting emergency management. The Public Information Officer also will utilize other types of information and programs on emergency management such as delivering lectures or presentations, organizing tours of the EOC, distributing educational brochures and showing films.

V. CONTINUITY OF GOVERNMENT

The line of succession is:

1. Public Information Officer
2. Emergency Management Coordinator
3. Fire Code Enforcement Officer

WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX E
LAW ENFORCEMENT

I. PURPOSE

This annex provides for crime prevention, maintenance of law and order and traffic control during emergency situations.

II. SITUATION AND ASSUMPTIONS

- A. Situation – During emergencies law enforcement agencies must expand their operations to provide the increased protection required by disaster conditions. Numerous federal, state and county law enforcement agencies are available to support local law enforcement agencies within Watauga County.
- B. Assumptions – Activities of local law enforcement agencies will increase significantly during emergency operations. Adequate law enforcement resources and services will be available through existing mutual aid agreements. If local capabilities are overtaxed, support will be obtained from state and federal law enforcement agencies.

III. CONCEPT OF OPERATIONS

- A. Emergency law enforcement operations will be an expansion of normal functions and responsibilities. These responsibilities will include maintenance of law and order, traffic control, crowd control and security.
- B. Law enforcement activities will remain under the control of the senior law enforcement officer for the jurisdiction in which the emergency operation is taking place.
- C. Law enforcement agencies will have a responsibility for warning the public and for traffic control in and near an evacuated area and in other areas of emergency operations.
- D. During technological, natural or civil disturbance threat or actual occurrence, the Watauga County Sheriff or designee will coordinate law enforcement operations from the County Emergency Operations Center if needed. Municipal law enforcement directors of their designees will be responsible for directing law enforcement activities within their local EOCs. Coordination among law enforcement agencies will ensure security for vacated hazard

areas, essential industries, prisoners, evacuating populations and congregate care facilities. Law enforcement agencies will establish road blocks, checkpoints, and traffic control points and secure parking areas as needed.

- E. Expansion and relocation of the county jail facilities will be carried out utilizing mutual aid agreements with surrounding counties.
- F. The County Sheriff or his designee may participate in the decision process when there is a need or potential for making a State of Emergency Declaration.
- G. In the event of a search, the Watauga County Sheriff's Office will make the determination as to whether the search is of a criminal nature or an actual "lost person" search. If the search is of a criminal nature, the Watauga County Sheriff's Department will serve as the lead agency. If the search is for a "lost person", then the Watauga County Emergency Management will serve as the lead agency. Resources and logistical support needed, from outside the County will be coordinated through the Emergency Management Office.

IV. DIRECTION AND CONTROL

- A. The Sheriff is responsible for the direction and control of law enforcement activities during emergencies.
- B. Assistant Coordinators for Law Enforcement are Chief's of Police in their respective municipalities.

V. CONTINUITY OF GOVERNMENT

- A. The chain of command within an organized law enforcement organization is established by organizational policy to ensure continuous leadership and does not change during emergency operations.
- B. The line of succession is:
 1. Sheriff
 2. Captain
 3. Deputy Sheriff

- C. Records vital to the law enforcement function will be protected during emergency situations.

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX F
FIRE PROTECTION**

I. PURPOSE

This annex provides for the coordination of fire protection activities to ensure the safety of life and property within the County during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

Fire prevention and control operations are daily problems faced by fire service personnel. Several hazards faced by the fire service become more significant during emergency situations including civil disturbances and hazardous materials accidents.

B. Assumptions

Existing fire personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from state and federal agencies.

III. CONCEPT OF OPERATION

- A. During emergencies, the fire service is prepared to support operations utilizing available expertise, equipment and manpower. This includes providing support services and monitoring of weather conditions as needed during severe weather and flooding.
- B. In an emergency, which requires a number of emergency services (eg Fire, rescue, law enforcement, etc.) to respond, all units, regardless of service, will be coordinated by an incident commander.
- C. If fire or threat of fire is involved, the fire chief or designee of the district in which the fire or threat has occurred is the incident commander and they will coordinate their activities with the Emergency Operations Center when activated. The exception to this is when a wildland fire is occurring and the N.C. Forest Service maintains Incident Command. Unified Command will take place as wildland fires threaten structures or urban interface.

- D. If no fire or threat of fire exists, the incident commander will be determined by prior mutual consent of the chiefs of emergency services on the scene and will be dependant upon the agency with the most involvement.
- E. Under the North Carolina Hazardous Material Right-to-Know Law, the Fire Chief should survey facilities within his/her jurisdiction to identify types and volumes of hazardous materials located within the County. They should consider this information when developing response plans and procedures for hazardous materials accidents within the district. Coordination of facility emergency response plans with the County Emergency Operations Plan will be included in fire service planning. The Watauga County Local Emergency Planning Committee has the responsibility for the development of the county response plan in addition to development of site specific plans for industries that pose a significant hazard to the community because of the hazardous materials on site.
- F. When responding to a situation involving hazardous materials, the fire departments will observe standard operating procedures set up by their individual department and dependent on their level of training.
- G. Determining that a release of hazardous materials has occurred will depend on the information received by the Emergency Communications Center from a facility or transportation incident. Upon arrival of the emergency responders, further determination will be made as to the extent of spread and amount of release as well as confirmation of the name of the product.
- H. First Responder Medical Services is a function provided by some of the fire service agencies in Watauga County. Coordination of this program is through Watauga County Emergency Medical Services. These duties may be expanded to support rescue operations when needed.
- I. Debris blocking emergency routes may become a great impedance to the ability of emergency response agencies ability to provide rapid services. The fire service will assist with debris clearance when resources are not committed to other higher priority incidents.
- J. By North Carolina Law, the fire service may also be used to assist with traffic control.

IV. DIRECTION AND CONTROL

- A. Each fire department exercises control over its personnel through a board of directors who uses an officer system for management. The exception to this would be the municipalities of Boone, Blowing Rock, and Seven Devils where they operate through an officer system for management of personnel.
- B. Coordination of fire service in an emergency is accomplished by the Fire Marshal along with the Chairman or liaison of the Watauga County Fire Commission, utilizing mutual aid agreements developed with local units, and statewide, through the State Emergency Response Team.
- C. When the EOC is activated, the County Fire Marshal will normally be located in the Emergency Operations Center to support the coordination of fire fighting forces. The Chairman of the Fire Commission or designee will also report to the EOC to act as liaison for the fire service. The designee of the municipality will report to the EOC to act as liaison for the municipal fire service.

V. CONTINUITY OF GOVERNMENT

- A. The line of succession for fire is:
 - 1. Fire Marshal
 - 2. Fire Code Enforcement Officer
 - 3. Fire Commission Chairman

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX G
EMERGENCY MEDICAL SERVICES**

I. PURPOSE

This Annex provides guidance for assistance to the general public for administering medical services during a natural, man-made, or technological emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most emergency situations can lead to physical harm or bring about other internal medical problems.
2. A well-planned medical support network is essential during emergency situations.
3. Depending on the nature of the incident, complications may include traumatic injury or even death.

B. Assumptions

1. A large-scale emergency may result in increased demands on hospitals, medical, and emergency medical transport services personnel.
2. Many injuries both minor and relatively severe, will be self-treated by the public.
3. Many of the injured will be transported to medical facilities by people other than medical personnel.
4. EMS is most critical within the first 30 minutes of the emergency. Mutual aid assistance will arrive after this critical period.
5. Resources available through area and regional medical services mutual aid agreements will be provided.
6. When local resources can no longer meet the demand of the situation, State agencies will be contacted to provide additional

resources and/or assume control of the response.

7. Catastrophic disasters may affect large areas of the County and medical resources may be damaged, destroyed, or unavailable.
8. Standard operating guidelines will be developed to guide emergency medical responders in the treatment of patients and personnel involved with radiological and hazardous materials incidents.

III. CONCEPT OF OPERATIONS

- A. Disaster operations for Emergency Medical Services (EMS) will be an extension of normal agency and facility duties.
- B. Coordination between emergency medical services, rescue, and fire service providers is necessary to ensure emergency operational readiness. The Emergency Medical Services Director will be the lead coordinating person for this function.
- C. EMS will provide field medical care as needed during emergency situations and coordinate necessary medical transportation.
- D. EMS capabilities will be expanded by volunteer rescue squads and fire service agencies serving their respective response areas.
- E. During mass casualty incidents, EMS will serve as lead agency and establish patient triage, holding, treatment and transportation areas.
- F. When necessary, an EMS official will be located at an established command post to coordinate responding medical units and establish communication links with hospitals and the Communications Center.
- G. Transfer of authority on-scene will be in accordance with established procedures.
- H. During EOC operation, the EMS Director or designee will be responsible for providing coordination for medical services and supplies. Requests from individual residents for non-emergency but urgent medical assistance will be funneled through this function.

- I. When needed, the rescue squads, fire service, and law enforcement agencies can be asked to provide emergency transportation of essential medical supplies to home health care recipients.

IV. DIRECTION AND CONTROL

- A. The Emergency Medical Services Director will direct and control EMS operations. For on-scene incidents, the senior EMS officer will assume direction and control.
- B. The EMS manager will maintain communications with field forces and will keep the EOC informed of activities performed along with personnel and equipment needed to maintain adequate response and recovery efforts.
- C. The EMS Director will coordinate efforts between the County EMS and the Volunteer Rescue Squads in the event of an emergency situation.

V. CONTINUITY OF GOVERNMENT

- A. Line of Succession
 - 1. Emergency Medical Services Director
 - 2. Assistant Emergency Medical Services Director
 - 3. Supervisor on Duty

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX H
VOLUNTEER RESCUE SQUADS**

I. PURPOSE

This annex describes the Rescue Squads/Fire Department activities to ensure the safety of life within Watauga County during emergency and disaster situations.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

Life saving operations become a daily problems faced by volunteer rescue squad personnel. Several hazards become more significant during emergency situations such as fire or coming in contact with toxics, explosives, medical waste, and other hazardous materials during extrication of victims from buildings or motor vehicle accidents.

B. Assumptions

Existing rescue personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from state and federal agencies.

III. CONCEPT OF OPERATIONS

- A. During emergencies the volunteer rescue squads are prepared to support each other utilizing available expertise, equipment and manpower.
- B. In an emergency, which requires a number of emergency services (eg. EMS, fire, rescue, law enforcement, etc.) to respond , all units, regardless of service, will be coordinated by an incident commander.
- C. If an emergency occurs one or both volunteer rescue squads will be called upon by Watauga County to assist in extrication from buildings, motor vehicle accidents, drowning, high/low level rescue and confined space rescue.
- D. Locating missing or lost individuals will be a support function of the rescue squads to the Watauga County Emergency Management Office.

- E. Watauga County EMS is the lead agency in providing emergency medical care on the scene of any medically related incident. Volunteer Rescue Squads lead role is extrication and rescue, and to be a support agency in providing basic emergency medical care.
- F. Volunteer rescue services provide back-up medical transport services to the county. They also provide off road transportation into remote areas where emergency medical services are unable to travel.
- G. Rescue services will serve as a support agency to fire service operations for structural fires and forest fires to supplement emergency medical service needs.

IV. DIRECTION AND CONTROL

- A. Direction and Control of local volunteer rescue squads is exercised by each rescue squad chief of their individual personnel.
- B. Coordination of rescue activities in the event of an emergency/disaster will occur between the County EMS Director and the Chief of the Watauga County Rescue Squad, Boone Fire Chief or the Chief of the Blowing Rock Rescue Squad utilizing mutual aid agreements developed with local jurisdictions.
- C. The Chiefs of the Watauga County Rescue Squad, Boone FD and the Blowing Rock Rescue Squad, or their designee, will coordinate rescue activities from the Emergency Operation Center upon activation.

V. CONTINUITY OF GOVERNMENT

- A. Watauga Rescue Squad Chief
- B. Assistant Watauga Rescue Squad Chief

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX I
PUBLIC WORKS**

I. PURPOSE

The purpose of this annex is to provide essential public works services during an emergency/disaster to reduce the impact of the emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In an emergency there is frequently a need for manpower and equipment to remove obstructions or debris from roads and at government facilities and for restitution of essential utilities.
2. The municipalities that have public works capabilities are discussed in the Basic Plan under Situations.
3. The Town of Boone, Town of Blowing Rock, Town of Beech Mountain and the Town of Seven Devils each provide potable water in to their residents. Any problems with these water systems or drought situations could affect a large portion of the county.

- B. Assumptions – Public works departments have a limited but immediate capability to provide emergency services for debris removal, restitution of essential utilities and shelter upgrading.

III. CONCEPT OF OPERATION

- A. In non emergency periods, the role of public works in the county or within municipalities is confined to trash collection, landfill operations, building, ground and street maintenance, water and sewage utility service, equipment operations and maintenance.
- B. During emergencies, the public works function expands and coordination of public works emergency operations is essential. Public works arranges for support services for emergency response agencies, shelter operations and the Emergency Operations Center and coordinates with the private sector for additional resources to supplement public works.

1

- C. The Watauga County Maintenance Director will serve in the Emergency Operations Center for the coordination of debris removal and restoration of county owned facilities. This position will also serve as a coordination point to assist municipal public works agencies in getting support resources for the recovery and restoration of city/town streets and facilities.
- D. Each municipality will serve its own community within the scope of the public works activities that are provided to the citizens. When their capabilities are exhausted they can coordinate with other municipalities where there are existing mutual aid agreements or they can utilize the County Emergency Operation Center to assist in acquiring assistance.
- E. The State of North Carolina maintains roads within the county and will provide the function of debris clearance and removal on these maintained roads. Within the municipalities there is a mixture of state maintained roads and city/town maintained roadways. Prior agreements between North Carolina Department of Transportation and the cities/towns will determine responsibility for debris clearance/removal and repair of these roads.
- F. The Emergency Operations Center will serve to coordinate with the North Carolina Department of Transportation with information about critical areas or needs, for the clearance of debris from roadways, to provide emergency vehicles and power company access.

IV. DIRECTION AND CONTROL

- A. The Watauga County Maintenance Director will assist in coordinating maintenance activities during emergencies and coordinate with other response forces in the municipalities or North Carolina Department of Transportation.
- B. The Watauga County Maintenance Director will maintain direct communication with on-site personnel via the public works radio system or telephone.
- C. When notified of an emergency situation, the Maintenance Director will determine the county maintenance resources to be committed to disaster response and alert appropriate personnel.

EOP/ANNEX I

2

- D. On-site control of county maintenance activities will be coordinated by the designee of the Maintenance Director or by the respective municipal public works director as well as the North Carolina County Road Supervisor.

V. CONTINUITY OF GOVERNMENT

The line of succession is:

- 1. Maintenance Supervisor
- 2. Maintenance Mechanic Crew Chief

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX J
PUBLIC HEALTH SERVICES**

I. PURPOSE

This annex provides for protection of the public during disasters which can lead to situations that would cause a need for expansion of the daily activities provided by the Watauga County Health Department, New River Mental Health Agency and the Watauga County Medical Examiner.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most emergency situations can lead to public health problems.
2. A well-planned health support network is essential during emergency situations.
3. Depending on the nature of the incident, complications may include general health problems, communicable disease, contamination of food and water and mental health ailments.
4. The release of toxic or hazardous materials may result in air, water or soil contamination in addition to public exposure.
5. A mass fatality in Watauga County would severely affect the capability of the county medical examiners office and outside resources would be needed.

B. Assumptions

1. A large-scale emergency may result in increased demands on health related personnel.
2. Many injuries, both minor and relatively severe, will be self-treated by the public.
3. Resources available through area and regional medical, health and mortuary services mutual aid agreements will be provided.
4. When local resources can no longer meet the demand of the

EOP/ANNEX J

1

situation, State agencies will be contacted to provide additional resources and/or to assume control of the response.

5. Catastrophic disasters may affect large areas of the County and health resources may be damaged, destroyed, or unavailable.

III. CONCEPT OF OPERATION

A. General

1. Emergency operations for public health services will be an extension of normal agency and facility duties.
2. Coordination between health/medical providers is necessary to ensure emergency operational readiness.

B. Health

1. The primary concern of public health is disease control. The County Department of Health will implement effective environmental health, nursing and health education practices to minimize the incidence of disease. This service is unique to the county and includes services to the municipalities.
2. Frequent inspections of damaged housing and emergency shelters will be necessary to determine the need for emergency repairs, pest control, sanitation, or other protective procedures.
3. Private water supplies may need to be inspected by the health department due to their proximity to flood areas or a hazardous materials incident. The health department will respond to requests by residents as needed in addition to identification of areas that may need mandatory inspection.
4. As incidents dictate, the Director of the Watauga County Health Department will make recommendations for immunizations or other preventive measures.
5. Air quality monitoring is a function of the N.C. Division of Air Quality that may be called upon during a known or suspected hazardous materials release or widespread respiratory problems.

EOP/ANNEX J

2

6. Nursing and medication (advice on medication and finding available supplies) support during shelter operation can be provided from the health department.
7. Through the home health services section, the health department can provide the EOC with information on residents that require auxiliary power to operate home health care equipment as well as those that may need daily medical care.
8. The health department may provide clinical areas that can be used to support minor injuries that have resulted due to widespread disaster problems.

C. Mental Health

1. New River Mental Health Agency will coordinate activities with the Emergency Management Coordinator to provide services for the public and emergency workers.
2. Mental Health will be a support agency for coordination of Critical Incident Stress Debriefing Teams and any needed follow up. Request for debriefing teams will be directed to the Watauga County Emergency Management Office.

D. Mortuary

1. The Watauga County Medical Examiner will take charge of the proper recovery of human remains.
2. Coordination with the North Carolina Medical Examiners Office will be essential in the event of mass fatalities and the need for identification and determination of cause of the Emergency Management Coordinator and the County Medical Examiner.
3. Expansion of morgue capability will be done utilizing resources from the state and the county.

IV. DIRECTION AND CONTROL

- A. Emergency public health operations will be directed from the EOC by the Health Director.

EOP/ANNEX J

3

- B. The Medical Examiner will direct and control all activities connected with identification of the dead and mortuary services.
- C. The Health Director will maintain control and communications with their field forces and will keep the EOC informed of activities performed along with personnel and equipment needed to maintain adequate response and recovery efforts.

V. CONTINUITY OF GOVERNMENT

A. Health

The line of succession is:

1. Director of Public Health
2. Nursing Supervisor
3. Environmental Health Supervisor

B. Mortuary

The line of succession is:

1. Medical Examiner
2. Assistant Medical Examiner
3. North Carolina Medical Examiners Office

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX K
EVACUATION AND TRANSPORTATION**

I. PURPOSE

This annex provides for an orderly, coordinated evacuation of the County population during an emergency threat while outlining the organization and direction of transportation resources.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Several emergency situations may require evacuation of all or part of the County. Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident. Large-scale evacuations may be needed in the event of a county-wide disaster.
2. A hazard analysis has been completed which identifies the types of threats and the areas and population in the County that are most vulnerable to these threats.
3. A demographic analysis has been completed. Facilities and populations within the County that pose special evacuation problems have been identified.
4. An evacuation may require substantial physical resources for transportation, communication and traffic control. Available public and private resources have been identified.
5. Large scale disasters may necessitate the rapid evacuation of hospitals, nursing homes and non-ambulatory populations.

B. Assumptions

1. Sufficient warning time will normally be available to evacuate the threatened population.
2. The principal mode of transportation will be private vehicles.
3. Particular areas of the County, or special populations within the

EOP/ANNEX K

1

County, will need additional time to accomplish an evacuation.

4. The public will both receive and understand official information related to evacuation. The public will act in its own interest and will evacuate dangerous areas promptly to do so by public officials.
5. If there is sufficient advanced warning, some residents will evacuate prior to being advised to do so by public officials.
6. Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
7. Some residents may refuse to evacuate regardless of warnings.
8. Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.

III. CONCEPT OF OPERATIONS

A. General

1. The ultimate responsibility for ordering an evacuation rests with local government public officials. If a municipality is to be evacuated, the mayor will issue the order. If the evacuation involves more than one jurisdiction, or an area outside of a municipality, the order will be issued on a county level by the Chairman of the County Commissioners, or his designated elected representative.
2. By monitoring the progress of the evacuation, any impediments to the evacuation can be recognized and contingency options can be implemented.

B. Specific

1. Movement Control and Guidance
 - a. The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency.
 - b. Traffic movement during evacuation will be controlled by use of designated routes and traffic control points. The evacuation area will identify at least two routes of egress when possible.

EOP/ANNEX K

2

One lane of each route will be kept open to permit ingress of emergency vehicles.

- c. Traffic movement is directed to designated reception areas and shelters within the County and in adjacent counties if needed.
 - d. Vehicles experiencing mechanical problems during the evacuation will be moved off the roads. Stranded evacuees will be picked up by other evacuating vehicles, or by emergency response personnel.
2. Staging Areas and Pick-up Points and Routes
- a. The County will determine designated staging areas as mobilization points to organize the emergency response personnel and equipment entering from areas outside the County.
 - b. Pick-up points and/or routes will be established as needed. Evacuees without vehicles will be instructed to go to the nearest pick-up point. Pick-up routes will be designated for the rural areas. If possible, emergency vehicles will travel these routes at least twice during the evacuation to assure all evacuees without vehicle are assisted.
3. Evacuation of Special Populations (Institutions, Facilities and Special Care Individuals)
- a. Institutions within the County are responsible for developing procedures for evacuation of their facilities.
 - b. Ambulatory patients and staff of medical facilities within the county may be evacuated by buses. Ambulances and vans will be provided for evacuation of non-ambulatory individuals. Procedures for rapid evacuation and/or in-place sheltering should be included for facilities in the danger zone from hazardous materials releases.
 - c. Schools will develop evacuation procedures. Buses will be utilized for students without their own vehicles. Schools within the danger zone for hazardous materials spills will develop procedures for in-place sheltering and “walk-away”

evacuations. Parents will be advised of the location of reception centers.

- d. The public will be given a telephone number(s) for handicapped or disabled persons without transportation. The Emergency Management Coordinator will arrange pick-up of these individuals by the county rescue squads, and/or fire departments. The County Department of Social Services and the Health Department will advise the Emergency Management Coordinator of individuals known to need transportation assistance.
 - e. Each prison and detention center within the County will develop procedures for the relocation of prisoners to jails outside of the threatened area.
 - f. Evacuation from parks and recreation areas will be coordinated by the Watauga County Sheriff's Office or municipal police department as appropriate. Evacuation of State or Federal parks and recreation areas in the County will be coordinated by the local field staff of the Sheriff's Office in coordination with Department of Environment, Health, & Natural Resources and the Federal Forest Service. County, State, and Federal Parks representatives should advise the Emergency Management Coordinator and Sheriff's Office/Police Departments of the scheduled special events which may draw crowds to the parks or recreation areas.
 - g. Large employers within the County have procedures for evacuation of their employees. These procedures include, if needed, the temporary shut-down of their facilities.
4. Emergency Public Information Brochures
- a. Warnings to the public and information concerning evacuation will be broadcast over the Emergency Alerting System network and/or by emergency vehicles equipped with sirens, warning lights, and/or loud-speakers moving through the threatened areas. For localized evacuations, warning and evacuation instructions may also be given door-to-door.

IV. DIRECTION AND CONTROL

- A. Direction and control of evacuation is the responsibility of the Chairman, County Board of Commissioners or Mayor of a municipality. In the Chairman's/Mayor's absence, the commissioner/councilman next in line of succession will serve as replacement representative.
- B. During large scale evacuations involving the relocation of the population from an entire municipality, County, or several counties, the Governor may declare a State of Disaster. At that point the Governor assumes direction and control of the situation and evacuation operations will be coordinated by the State Emergency Response Team (SERT) upon activation of the State EOC.
- C. When an emergency situation requires timely evacuation or before the Emergency Operations Center can be activated, the "on-scene" commander can call for evacuation in accordance with the County's State of Emergency ordinance.

V. CONTINUITY OF GOVERNMENT

A. Evacuation

The line of succession is:

- 1. Sheriff
- 2. Captain
- 3. Deputy Sheriff

B. Transportation

The line of succession is:

- 1. Emergency Management Coordinator
- 2. Fire Code Enforcement Officer
- 3. Emergency Medical Services Director

5

- C. Continuity of government will be maintained by relocating government operations. Lines of succession to all key positions will be established and all essential records will be protected.
- D. When evacuees are relocated outside the County, a representative will be appointed to act as liaison between the County and the reception area government. The evacuees will be subject to the laws of the reception area for the duration of their stay.
- E. Lines of succession to each agency that supports the evacuation/transportation operation are in accordance with the agency's established policy.

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX L
SHELTER AND MASS CARE**

I. PURPOSE

This annex provides for the protection of the population from the effects of hazards through the identification of shelters and provisions of mass care and social services in shelters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Based upon the County's hazard analysis, there are several emergencies for which shelters may be required including severe storms, tornadoes, floods, hazardous material accidents, and fires.
2. The Watauga County Emergency Management Office and the American Red Cross have identified and surveyed potential shelters in the county and have determined which would be appropriate to use during disasters.

B. Assumptions

1. Sufficient in-county sheltering exists to meet the needs of an evacuation during emergencies or disaster.
2. For out-of-county evacuation, sufficient shelter capacity exists in adjacent counties and shelter locations can be arranged and made available.
3. A high percentage of evacuees will seek shelter with friends or relatives rather than go to public shelter.

III. CONCEPT OF OPERATIONS

- A. The North Carolina Department Human Resources through the NC Division of Social Services (NCDSS) and the Watauga County Department of Social Services (County DSS) is responsible for shelter and mass care matters. The American Red Cross (ARC) through written agreement with the State of North Carolina and Watauga County Emergency Management under

EOP/ANNEX L

1

NC General Statute 166A-9, will provide shelter and mass care to the general population. The Department of Human Resources will assure that shelter care is made available to compliment American Red Cross services, and in those situations in which American Red Cross cannot provide shelter and mass care.

- B. The Department of Human Resources will support county social services efforts, arrange for shelters at DHR institutions, and transfer social services personnel to the affected area as needed. DHR will work in conjunction with the American Red Cross, Salvation Army and other volunteer organizations to provide care for disaster victims.
- C. The Watauga County Emergency Management Coordinator and the American Red Cross will coordinate shelter locations. Operations will mutually be supported with shared personnel and support services of American Red Cross and Watauga County Department of Social Services whenever possible.
- D. Public and private providers of institutional care (medical and residential) remain responsible for having shelter plans, which are approved by Watauga County Social Services and the Watauga Emergency Management Office, for continued care of their clientele when in shelters.

IV. DIRECTION AND CONTROL

- A. The Director of Social Services will coordinate with American Red Cross on shelter/mass care operations for the County.
- B. The American Red Cross will direct and control ARC shelter/mass care operations in conjunction with Watauga County Social Services.
- C. Assumption of financial responsibility dictates direction and control.

V. CONTINUITY OF GOVERNMENT

The line of succession for shelter and mass care is:

1. Director of American Red Cross
2. Director of the Watauga County Social Services
3. Watauga County Emergency Management Coordinator

EOP/ANNEX L

ANNEX L
APPENDIX 1
SPECIAL NEEDS SHELTERING AND CARE

I. PURPOSE

This Appendix provides for the protection of the special needs groups in the general population from the effects of hazards through the identification of special needs shelters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Watauga County has within the general population, special needs individuals and special needs groups that will require individual and/or special assistance in the event evacuation is required.
2. Some persons with special needs may, with minimal assistance, be able to function in a mass care shelter, while those persons with special health needs requiring constant care and/or life support systems, will require a special needs shelter or a medical facility.

B. Assumptions

1. Any person with special needs for whom care can be provided by that person or by family members should be accepted in the shelter serving his family and his community.
2. Sheltering for special needs will be unique to the county and the special needs shelter may be in a separate designated area of a building housing a mass care shelter, or in a separate facility depending on the resources available in the county.
3. Private and government operated residential facilities caring for special needs groups, such as nursing homes, rest homes, group homes for the mentally ill or developmentally disabled, etc., are responsible for their clients continual care during and after the time an evacuation is authorized, to include financial responsibility.
4. Private and government operated facilities caring for special needs groups for less than 24 hours, such as day care, pre-school, day health, are responsible for their clients continual care during and after an

1

evacuation is authorized until or unless the client is released to a parent or a responsible adult.

III. CONCEPT OF OPERATIONS

- A. Sheltering for special needs populations will be accomplished through the coordinated efforts of private facilities, governmental agencies, and county-to-county mutual aid agreements.
- B. The Department of Human Resources (DHR) has lead responsibility for sheltering and mass care in North Carolina. Within DHR, the Division of Social Services (DSS), and Watauga County Department of Social Services (County DSS) are designated as the lead agencies to insure that shelter care is provided for special needs groups. This will involve team planning for special needs shelters with public agencies, private facilities, and the medical profession.
- C. The local emergency management coordinator will assist county DSS and other local agencies with issues related to special needs sheltering. Including coordination of operation of special needs shelters when a publicly operated special needs shelter is necessary.
- D. Divisions under the Department of Human Resources that operate residential facilities are required to have current plans in place for the evacuation and sheltering of special needs populations. Any (residential) facility for local groups must have prior approval of DHR.
- E. Private facilities will be responsible for the evacuation and sheltering of their patients, to include transport to and from shelters.
- F. Sheltering needs of special needs groups may be met; in the county if any appropriate facility is available; in adjoining counties; with prior approval from DHR in certain DHR state operated facilities; or, in shelters administered by county departments of social services.

IV. DIRECTION AND CONTROL

- 1. The Director of Social Services will direct and control special needs shelter operations for the public.
- 2. Private facilities will be responsible for direction and control of their shelters, or if housed in government provided space, for their

ANNEX L/APPENDIX 1

2

clients, subject to overall and control of the public shelter operator.

3. Department of Human Resources will provide direction and control for agency facilities

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX M
DAMAGE ASSESSMENT/RECOVERY**

I. PURPOSE

This annex presents a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage, and provide disaster recovery assistance.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most hazardous events, which may affect the County have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.
2. An initial damage assessment will determine the severity and magnitude of the disaster, and identify what type supplemental assistance is necessary to recover from its effects.
3. If a disaster occurs of such magnitude that it could result in a Presidential Declaration of "major disaster" or "emergency", a county-wide initial damage assessment of public and private property is required. This information will provide a basis for the determination of actions and resources needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required to restore the affected area to pre-disaster condition.

B. Assumptions

1. The County will continue to be exposed to various hazards resulting in damage to both public and private property.
2. Implementing damage assessment procedures will expedite relief and assistance for those adversely affected.

III. CONCEPT OF OPERATIONS

A. General

Initial responsibility for damage assessment and recovery operations lies with county and municipal government.

B. Specific

1. Emergency and recovery operations will initially be coordinated from the Watauga County Emergency Operating Center or city/town emergency operations center. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency/organization.
2. Damage assessment/recovery personnel will be assigned to the Emergency Operations Center organization. The municipalities will coordinate their damage assessment with the county emergency operations center and request assistance as needed to conduct damage assessment in their jurisdiction.
3. As appropriate, the Damage Assessment Officer (DAO) will coordinate notification of damage assessment personnel. Damage assessment personnel will be comprised of representatives from the Building Inspections Department, Tax Department, Emergency Management Department, Red Cross, Watauga County Maintenance Department, Watauga County Parks and Recreation, and Watauga County Agricultural Office. These personnel will report to the affected areas to conduct the Individual Damage Assessment as teams to prevent double reporting.
4. The DAO will organize, equip, and assign teams to the affected areas to conduct the initial damage assessment.
5. The DAO will coordinate the compilation of damage survey data, prepare damage assessment reports for the Emergency Management Coordinator, and plot damaged areas on local maps.
6. The Emergency Management Coordinator (EMC) will review, with other appropriate local officials, the damage assessment reports to determine if any outside assistance will be necessary to recover from the disaster.

7. The Emergency Management Coordinator will forward damage assessment reports and any requests for assistance to the N.C. Division of Emergency Management (NCEM), Western Branch Office by the quickest means available. The Director of the North Carolina division of Emergency Management may be authorized to commit any state resources to assist with the emergency/recovery efforts.
8. Based upon the local damage assessment reports, the North Carolina Emergency Management Director will determine what recovery capabilities are available to meet the anticipated requirements. If the capabilities of state/local/private resources appear to be insufficient, he may request a joint federal/state/local Preliminary Damage Assessment (PDA) be conducted.
9. The Governor may request a Presidential Declaration of a “major disaster”, “major emergency”, or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts.
10. The President, under a “major emergency” declaration may authorize the utilization of any federal equipment, personnel and other resources.
11. The President, under a “major disaster” declaration may authorize two basic types of disaster relief assistance:
 - a. Individual Assistance (IA)
 - I. temporary housing;
 - II. individual and family grants (IFG);
 - III. disaster unemployment assistance;
 - IV. disaster loans to individuals, businesses, and farmers;
 - V. agricultural assistance;
 - VI. legal services to low-income families and individuals;
 - VII. consumer counseling and assistance in obtaining insurance benefits;
 - VIII. social security assistance;
 - IX. veteran’s assistance
 - X. casualty loss tax assistance.

3

- b. Public Assistance (PA)
 - I. debris removal;
 - II. emergency protective measures
 - III. permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.
12. In the event a major disaster or emergency is declared:
- a. A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts.
 - b. A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the Governor to coordinate the state efforts.
 - c. A Disaster Field Office (DFO) will be established within the state (central to the damaged areas) from which the disaster assistance programs will be administered.
 - d. For Individual Assistance only, Disaster Application Centers (DACs) will be established central to the affected areas where individuals may apply for assistance.
 - e. If the area is declared eligible for Public Assistance programs, an Applicant's Briefing will be conducted for officials of counties, cities, Indian tribes, and private nonprofit (PNP) organizations to explain eligibility criteria. The Emergency Management Coordinator will be requested to assist with identifying and notifying eligible applicants.
 - f. At the applicant's briefing, each eligible entity will submit a Notice of Interest (NOI).
 - g. Each PA applicant (including local government entities) will appoint a "Applicant's Agent" to coordinate the collection of documentation and submission of information to the DFO.

IV. DIRECTION AND CONTROL

- A. The local officials, in conjunction with the Emergency Management Coordinator, will direct and control recovery activities from the EOC.
- B. The Damage Assessment Officer is a member of the EOC staff and is responsible for the coordinator of damage assessment activities.
- C. All County departments will provide personnel and resources to support the damage assessment/recovery effort, as requested. Personnel from operating departments assigned to damage assessment responsibilities will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer.

V. CONTINUITY OF GOVERNMENT

- A. The line of succession is:
 - 1. Tax Office Director
 - 2. Planning & Inspections Director
 - 3. Building Inspectors
- B. Lines of succession for agencies supporting damage assessment are in accordance with the agency's established procedure.

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX N
RESOURCE MANAGEMENT**

I. PURPOSE

This annex provides a system of identifying and locating resources within the County and a method of activating those resources during an emergency. The preservation, conservation, and replenishment of these resources is also included.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Watauga County has many resources that can be used in the event of a disaster, to reduce the impact on local government and the public served.
2. Each city/town within Watauga County has resources that may be used in a disaster situation. When there is not a direct impact on a municipality their resources may be called upon, by prior agreement, to assist in damaged areas.

- B. Assumptions – The required resources will be available to provide for the assistance to the endangered population.

III. CONCEPT OF OPERATION

- A. County departments and agencies will use their own resources and equipment during emergencies and will have control over the management of these resources when the resources are needed to respond to an emergency situation.
- B. Municipal departments and agencies will use their resources and equipment during emergencies and will maintain control over the management of their resources. Use of these resources outside the incorporated limits will be by requests of other municipalities or the Watauga County Emergency Management Coordinator under prior agreement.

1

- B. The Finance Officer will prepare routine procurement procedures for the acquisition or replacement of resources during day-to-day operation and also develop a procurement system to acquire expendable supplies during emergencies.
- C. A resource manual identifying resources, the control agency and the procedures needed to activate these resources at any time, will be kept in the Office of Emergency Management.
- D. The Emergency Management Coordinator will also identify those resources and capabilities that are available in local businesses, industry and other contributing organizations, and develop the mutual aid agreements required to acquire those resources to support the County under emergency conditions.
- E. As key resources become depleted or unusual needs occur, requests for assistance will go to the State of North Carolina through the Division of Emergency Management. The State can as needed expand its resources by making requests to the Federal Government for assistance.

IV. DIRECTION AND CONTROL

- A. Utilization of resources under the operational control of local government response forces will be coordinated by the Emergency Management Coordinator under the direction of the Chairman, County Board of Commissioners.
- B. The commitment of resources from outside government will be initiated by the Emergency Management Coordinator with operational control being exercised by the on-site commander of the service requiring that resource.
- C. Mutual aid agreements, developed pre-disaster, will determine who will move, operate, maintain, and bear the cost of operation for equipment used under emergency conditions.

V. CONTINUITY OF GOVERNMENT

- A. The line of succession for resource management is:
 - 1. Emergency Management Coordinator
 - 2. Fire Code Enforcement Officer

EOP/ANNEX N

2

3. Planning and Inspections Director

- B. Resource Management does not fall under a centralized control element, but is coordinated from the Emergency Operations Center during emergency operations.

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX O
ANIMAL CONTROL AND PROTECTION**

I. PURPOSE

To control, protect and to ensure the humane care and treatment of animals (domesticated) during an emergency situation that could cause animal suffering.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Any disaster that threatens humans, threatens animals as well and it will be necessary to provide water, shelter, food and first aid.
2. Relocation, shelter, or relief efforts for livestock, wildlife, or domesticated animals may be required.
3. Shelter locations may be required to provide domesticated animal control due to sheltered persons bringing their pets with them.
4. Livestock left in evacuated areas will need to be cared for and provisions will need to be made for re-entry.

B. Assumptions

1. Watauga County will be able to expect outside assistance from the State and private sector.
2. Animal protection planning will ensure the proper care and recovery of animals impacted during an emergency.
3. Personnel with proper training and protective equipment will be available to re-enter evacuated areas for the purpose of rescue or care of livestock or domestic animals.

III. CONCEPT OF OPERATIONS

- A. The sheltering and protection of companion animals and livestock is the responsibility of their owners. Animal owners should plan for animal care during a disaster as they prepare their family preparedness plan.

EOP/ANNEX O

1

- B. The Watauga County Animal Control and Shelter Office will be the lead agency for situation assessment and determination of resource needs. As needed, the county will protect animals affected by any disaster to include rescue, shelter, control, feeding, and preventive immunization of animals left homeless. Lost, or strayed as a result of the disaster. The local humane society or other similar organizations will be asked to assist in this effort.
- C. During emergencies requests for animal protection assistance and resources such as food, medicine, shelter, specialized personnel, and additional veterinary medical professionals will be routed through the Watauga County Emergency Operations Center.
- D. Wild animals out of their natural habitats that are in danger either to themselves or humans will be handled by the North Carolina Wildlife Resources Commission personnel if the animals are not thought to be rabid.
- E. Shelters that have been established for disaster victims will not accept domestic animals. However, if an evacuee comes to the shelter with their pet(s), efforts will be made to assist in locating the domestic animal(s) away from the general populace and given proper care.

IV. DIRECTION AND CONTROL

- A. The Watauga County Animal Control Office will direct and control all activities related to animal protection and control during a disaster.
- B. As needed the Animal Control Office will coordinate their efforts with State agencies.

V. CONTINUITY OF GOVERNMENT

- A. Line of Succession
 - 1. Chief Animal Control Officer
 - 2. Animal Control Officer

EOP/ANNEX O

**WATAUGA COUNTY EMERGENCY OPERATIONS PLAN
ANNEX P
DONATED GOODS MANAGEMENT FUNCTION**

I. PURPOSE

This section, of the plan, describes the function of managing goods and services that are donated, in the event of a major disaster, for relief of residents of Watauga County or for the collection of goods donated by the residents of Watauga County to be shipped to victims in other disaster areas.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Historically, persons not directly affected by a disaster are eager to render aid to disaster victims through donations of money, goods, and services.
2. Lack of an organized system of management for the identification, receipt, organization, and distribution of donated goods and services will result in confusion and loss of control of donated resources.
3. The timely release of information to the public regarding needs of victims and points of contact is essential to management of donated goods and services.
4. At the national level, several organizations have established telephone numbers for disaster relief inquiries; these organizations include FEMA, the American Red Cross, and the Salvation Army. The State of North Carolina will also establish a telephone line when the situation dictates.
5. Suitable facilities, equipment, and personnel are needed for the management of donated goods.
6. The coordination of the collection, packaging, and shipment of goods to a disaster area is best accomplished at the county level.
7. The distribution of donated goods must be coordinated with the identification of unmet needs.

EOP/ANNEX P

1

B. Assumptions

1. Suitable space and equipment will be available to receive, sort, and store incoming donated goods and volunteer resources.
2. Adequate personnel for donated goods operations will be available.
3. Multiple local distribution sites will be able to be made convenient to the affected populations.
4. A central reception and distribution site will be established, by the state, away from the disaster area.
5. An aggressive public information effort will expedite the distribution of goods to disaster victims as well as limit an influx of unwanted goods.
6. Local transportation will be available to ship the donated goods to other disaster locations.
7. That there will be a surplus of some donated goods that will require disposal.
8. Citizens and businesses in the county will elect to donate money and goods to disaster victims elsewhere and will seek guidance on methods of participation.
9. Some donors will seek to bypass the distribution system established by the county.
10. Charitable and religious organizations will offer their assistance in managing and operating distribution centers.

III. CONCEPT OF OPERATIONS

A. General

1. The goal in donations management is to establish an approach whereby goods and services, if they cannot be discouraged, will be directed to a central reception center away from the disaster area where they can be sorted and organized for distribution.

EOP/ANNEX P

2

2. Prior agreements have been made with volunteer organizations to handle the receipt and distribution of donated goods.
3. After a disaster, emergency management along with local officials and private voluntary organizations must assess as quickly as possible the needs of the impacted area, begin requests for the needed resources and notify the State Emergency Operations Center Common Function for Donation Management.

B. Receipt of Donated Goods

1. A lead agency will be designated for the reception and distribution of donated goods and services.
2. The magnitude and severity of the disaster will dictate the amount of space and personnel required for the reception and distribution process.
3. The lead agency will coordinate with other relief agencies working on the disaster to ensure need are met without duplication of efforts.
4. A central reception and sorting center for donated goods will be established by the county as needed and separate locations convenient to the affected area(s) of the county can be used as distribution centers.
5. Operational personnel will be solicited from the Volunteer Coordinator's list of available personnel resources.
6. Public information regarding distribution and reception sites, needed goods, volunteers, and other pertinent matters will be coordinated with and by the county public information office.
7. Request for needed goods and re-supply of needed goods will be channeled through the state EOCA Common Function Donations Management and the state distribution center when it has been established.
8. Upon receipt of donated goods they should be sorted and packaged in a manner suitable for distribution.

EOP/ANNEX P

9. Surplus donated goods will be disposed of in a manner consistent with the donor's apparent intent.
10. Designated donations.
 - a. A designated donation is an offer of a donation made to and accepted by an organization or a specific donation requested by an organization.
 - b. Inquiries concerning donations for a specified organization will be referred to that organization. The organization accepting/receiving the donation will follow its own policies and procedures for handling the logistics involved.
 - c. Once an offered donation has been accepted, it is a designated donation and belongs to that agency.
 - d. Distribution of a designated donation will be accomplished by the receiving organization's procedures and under various other plans, such as, mass feeding or sheltering.
11. Unsolicited/undesigned goods.
 - a. Unsolicited/undesigned goods are those donations, which have arrived, but have not been requested by an agency.
 - b. Every effort will be made to designate every shipment to a specific agency.
 - c. As a last resort, shipments which are unsolicited and undesigned will be directed to the reception center.
 - d. Unsolicited donations that cannot be directly sent intact to a using organization from the reception center will be unloaded, sorted, classified, and stored a need arrives.
12. Transportation
 - a. The transportation of goods from the donor to the receiving organization will be the responsibility of the donor. Exceptions to this will be on a case by case basis and only the most desperately needed items.

EOP/ANNEX P

4

- b. Transportation of donated goods from the reception center to the distributions points will be accomplished using local, state, or in some cases federal resources.

13. Voluntary Services

- a. Persons calling may wish to volunteer their personnel time and services.
- b. The phone bank operators, or others taking inquiries from volunteers, will encourage individuals interested in volunteering services to affiliate with a recognized private voluntary organization or other organized group of their choice.
- c. The local emergency management office and local officials will identify potentially needed volunteers who have specific technical skills.
- d. Public-Sector volunteers will be registered through the Donations Management lead agency and will be called upon by agencies seeking particular skills.
- e. The American Red Cross will coordinate the housing and feeding of public volunteers.

IV. DIRECTION AND CONTROL

- A. Watauga County Emergency Management will assign a lead agency for direction and control of Donations Management.
- B. The designated lead agency using various volunteer agencies will organize and direct donations management activities. Their activities will be coordinated with the emergency management coordinator.

EOP/ANNEX P

5

V. CONTINUITY OF GOVERNMENT

- A. Line of Succession
 - 1. Watauga County Emergency Management
 - 2. Volunteer Church Groups
 - 3. Volunteer Civic Groups

6

WATAUGA COUNTY EMERGENCY OPERATIONS PLAN

ANNEX Q

MITIGATION

PURPOSE

This annex outlines the mitigation procedures that Watauga County engages through its various departments in an effort to protect its citizens from the effects of natural and man made disasters.

SITUATION AND ASSUMPTIONS

Situation

Day to day mitigation efforts are performed by the various departments and divisions of Watauga County Government in accordance with county ordinances, state code, as well as through state and federal laws and regulations.

The county is susceptible to many hazards which have the potential to cause disasters and/or major damage to both citizens and/or property.

In response to these hazards, Watauga County engages in daily efforts to mitigate the effects of such hazards through regulation and enforcement in the interest of public safety and the health and well being of its citizens.

Assumptions

Current mitigation programs enforced by the county through its various departments play a significant role during a local emergency and/or disasters in the protection of its citizens from hazards wrought by both natural and technological hazards.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

General

Existing mitigation programs enforced by Watauga County are as follows:

Planning & Inspections Department

Subdivision Ordinance
 Erosion Control Ordinance
 Federal Flood Insurance Program
 Building Code Enforcement
 Watershed Protection Ordinance
 Ridge Law/Building Height

Environmental Health

- Sanitation
- Water and Septic Tank
- Solid Waste Ordinance
- Hazardous Waste Management

Fire Marshal/Emergency Management

- Civil Emergencies
- State Fire Code
- Hazardous Materials Ordinance
- Blasting

Sheriff's Office:

- Civil Disorder
- Terrorism
- Mass Gatherings

CONCEPT OF OPERATIONS

On-going evaluation and assessment of the programs and program needs will be conducted by all agencies to increase awareness of potential hazards and the necessary responses that may be made on behalf of the county to further enhance mitigation efforts.

Following an emergency/disaster an evaluation of the county's mitigation programs and their effectiveness should be made relative to the impact of the damages incurred to the citizens of the county.

Identified areas in which hazard mitigation could be improved, so as to lessen the impact of a future disaster, shall be recommended by the county department head in the form of a written synopsis and forwarded to the County Manager.

Hazard assessment relative to mitigation functions is necessary and vital as a federally declared disaster occurring in any portion of the state makes all counties eligible to apply for hazard mitigation grants.

ADMINISTRATION AND LOGISTICS

The post disaster review is to be performed for the purpose of identification of needed mitigation staging for Watauga County. Recommendations for such review should be made in the following succession:

- A. Department Heads to County Manager.

VULNERABILITY ASSESSMENT

Watauga County is vulnerable to the broad range of threats to include but not limited to the following:

- Flooding
- Winter/Ice Storms
- Tornadoes/Severe Storms
- Earthquakes
- Dam Failure
- Civil Disorder/Terrorism
- Lost Persons
- Hazardous materials Incidents

As such, mitigation of these threats, which would lessen their effects on the citizens and their effects on the citizens and their property in Watauga County will be of primary concern and purpose of this Annex.

PLAN DEVELOPMENT AND MAINTENANCE

The Office of the Fire Marshal/Emergency Management will review and amend this Annex on an annual basis.

AUTHORITIES AND REFERENCES

NCGS 166-A
County Ordinances

APPROVAL

This Annex is approved by the undersigned:

County Manager

Director, Planning & Inspections

Emergency Management Coordinator

Operation Services Director

Director, Appalachian District Health Dept.

**BASIC PLAN
APPENDIX 4
GLOSSARY**

All Hazards Shelter – Public or private building that provides adequate protection to the population from the blast, fire and radiation generated by a nuclear explosion.

Annex (functional) – Parts of the EOP that begin to provide specific information and direction; should focus on operations, what the function is and who is responsible for carrying it out, emphasize responsibilities, tasks, procedures, and operational actions that pertain to the function being covered, including activities to be performed by anyone with a responsibility under the function. Should clearly define and describe the policies, procedures, roles, and responsibilities inherent in the various functions before, during, and after any emergency period.

Appendix, Hazard-specific (of Annex) – addresses each hazard that threatens the jurisdiction. Unique characteristics of various hazards will not be adequately covered in the functional annexes; to properly treat such unique factors is the purpose or role of the hazard-specific appendixes to the functional annexes.

CERCLA – The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (Superfund) regarding hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites; establishes authority to tax chemical and petroleum industries to finance a \$1.6 billion response trust fund (the Superfund or Fund), and provides broad Federal authority to respond directly to releases or threatened releases of hazardous substances and pollutants or contaminants that may endanger public health or welfare or the environment. EPA is primarily responsible for implementing Superfund. Under CERCLA, EPA may take legal action to force those responsible for hazardous substance releases to clean them up or to reimburse EPA for costs or cleanup. Reauthorized via SARA (Codified as: 42 USC 9601 et. Seq.)

Civil Air Patrol – Volunteer pilots who offer their time and aircraft for emergency use in search and rescue, messenger service, light transport flights, air borne communications, and reconnaissance support.

Command Post – A centralized base of operations established near the site of a hazardous materials incident.

SERC – State Emergency Response Commission for the state in which the facility is located. Oversees local committees' information and operations; approves submitted

local, response plans; intermediary between federal and local officials in SARA compliance. See "SERC".

LEPC – The Local Emergency Planning Committee for the Emergency Planning District in which the facility is located; required by federal law and some state laws to develop contingency plans (for planning districts as set forth by the State Commission).

Community Emergency Coordinator – A person appointed for the local emergency planning committee (pursuant to SARA), who makes determinations necessary to implement plans, and who receives official emergency notification of releases.

Community Information Coordinator – Official designated by the Committee to receive and public requests for facility information required under Title III.

Comprehensive Cooperative Agreement (CCA) – for each state, a single budgetary vehicle for applying for and receiving financial assistance for several discrete FEMA-administered programs. Negotiated separately for each State via FEMA Regional offices. Mechanism for distribution of Title III training grants.

Comprehensive Emergency Management (CEM) – Public or private buildings in the host areas planned for use to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person.

Congregate Care Facilities (CCF) – Public or private buildings in the host areas planned for use to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person.

Continuity of Government – Plans and procedures for ensuring the survival and operational capabilities of governmental processes and lines of succession. This included the protection and maintenance of agency and departmental vital records.

Challenged – The state of being mentally or physically handicapped.

Damage Assessment/Estimation – The conduct of on the scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Extent of damage is assessed in all types of disasters such as flash flood, tornado, winter storm, hurricane, nuclear power incident, and chemical explosion.

Department of Crime Control & Public Safety (CCPS) – The North Carolina department responsible for state crime control and disaster preparation and response.

Disaster – An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military or paramilitary cause.

Division of Emergency Management (EM) – The North Carolina state agency tasked with protecting the general public from the effects of natural or man-made accidental, military or paramilitary cause.

Emergency Broadcast System (EBS) – A voluntary network of broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to disseminate information during an emergency, as provided by the Emergency Broadcast System Plan. EBS is made up of AM, FM, and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/manmade emergencies or disasters at national, state, or local levels. This system keeps the public informed.

Emergency Management – Organized analysis, planning, decision-making, assignment, and coordination of available resources to the mitigation of, preparedness for, response to, or recovery from major community-wide emergencies. Refer to local and state emergency legislation.

Emergency Management Assistance (EMA) – FEMA program of financial contributions to assist the States and their political subdivisions to develop a capability for civil defense by assisting them on a 50-50 funds-matching reimbursement basis.

Emergency Management Coordinator (EMC) – The Emergency Response person responsible to the Direction and Control Group for coordinating the response activities of the combined government, industry, and public forces at work in the disaster.

Emergency Medical Services (EMS) – Local medical response teams, usually rescue squads or local ambulance services, which provide medical services during a disaster.

Emergency Medical Technician (EMT) – Person nationally or state-certified as trained to provide a specific level of emergency medical care, usually at the actual scene of an emergency which led to the injuries being treated, prior to transport to a hospital.

Emergency Operations Center (EOC) – The protected site from which civil government officials (municipal, county, State, and Federal) exercise centralized direction and control in an emergency. Operating from an EOC is a basic emergency management concept. For effective emergency response, all activities must be centrally directed and coordinated. The person-in-charge of the disaster directs the response from this location, and all community officials assigned primary emergency response tasks

coordinate their actions from this center. The EOC should have adequate workspace, be supplied with maps, status boards, etc. which are visible to all EOC staff, and have communications capability so that the EOC staff may communicate with their departments and field forces. The EOC also serves as a Resource Center and coordination point for additional field assistance. It provides executive directives and liaison to state and federal government, and considers and mandates protective actions. The EOC may be partially activated with key staff persons meeting periodically, or it may be fully activated, thus operating on a continuous 24 hour basis, depending on the situation.

Emergency Operations Plan (EOP) – An all-hazards document, which briefly, clearly, and concisely specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or nuclear attack. The plan identifies authorities, relationships, and the coordinated actions to be taken based on predetermined assumptions, objectives, and existing capabilities.

Emergency Operations Exercise – Emergency operations training for Emergency Operating Center (EOC) personnel, including civil government officials, under conditions of a simulated emergency.

Emergency Public Information – Information disseminated primarily in anticipation of an emergency, or at the actual time of an emergency; in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders. Includes rumor-control processes. During an emergency it is essential that the community have the capability to disseminate, in a timely manner, official emergency public information. An effective public information program is instrumental in saving lives and limiting the loss of property. A Public Information Official (PIO) must be appointed to provide a single source of information to the media. Information thus will be non-conflicting, and key officials will be free to concentrate on the response. The PIO must have the capability to fully utilize the media to provide fast, accurate, official information and instructions to the public. A center should be designated where press conferences will be given and news releases issued. This will be the only source of information for the media, so that key emergency operating facilities and activities will not be disrupted by media attempts to gain access. (See PIAT and JPIC)

Emergency Response – The response to any occurrence, which results, or is likely to result, in a release of a hazardous substance due to an unforeseen event.

Emergency Response Guidebook (ERG) – published and distributed by DOT for response personnel's initial use on-scene at HazMat events. Latest issue is dated "1987". Earlier editions should be discarded.

Emergency Worker – Workers employed during an emergency to work specifically in disaster roles such as debris removal, engineering services, dike construction, water removal, etc. Also, any person engaged in operations required to minimize the effects of a fixed nuclear facility emergency. Environment – Water, air, and land, and the interrelationship, which exists among and between them and all living things.

EPA – U.S. Environmental Protection Agency: primary CERCLA agency; chair of NRT. Title III Hotline (800) 535-0202; in Washington, D.C. (202) 479-2449, 8:30 a.m. – 4:30 p.m. Monday – Friday, (Also known as CEPP Hotline).

Evacuation – A population protection strategy involving orderly movement of people away from an actual or potential hazard, and providing reception centers for those without their own resources for temporary relocation.

Evacuee – that individual which is moved to an area of less risk.

Exercise – Maneuver or simulated emergency condition involving planning, preparation, and execution; carries out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of emergency plan (EOP).

Exercise Scenario – Background detail (domestic, international, political, military, etc.) against which an exercise is conducted.

Exposure/Exposed – When an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g., accidental or possible) exposure.

SARA Extremely Hazardous Substance – EPA list of 300-plus substances named in Appendix D of 40 CFR Part 300, as described in SARA section 302(a)(2). Section 3032, 303 and 304 of CERCLA apply to these substances. Length of list may be altered by EPA review process.

Federal Emergency Management Agency (FEMA) – A federal agency tasked with national emergency preparedness and disaster response. Responsibilities include assistance in all aspects of community planning, preparedness and response to the full range of likely disasters and emergencies, including recommendation for a Presidential declared disaster area and administration of disaster funds. Provides a range of expertise and administrative skills in community preparedness planning via state emergency offices. It also deals in flood insurance, temporary emergency housing, training of state and local emergency response personnel and funding of preparedness projects and functions.

EOP/GLOSSARY

Fire Department – A paid or voluntary professional fire department with jurisdiction over Local Emergency Response; receives reports from facilities under Title III.

Flash Flood Warning – Means a flash flood is imminent within an area, take immediate action.

Flash Flood Watch – Indicates that a flash flood is possible or probable within an area, stay alert.

Foreseeable Emergency – Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical.

Full Protective Clothing – Clothing that will prevent gases, vapors, liquids, and solids from coming in contact with the skin. Full protective clothing includes the helmet, self-contained breathing apparatus, coat and pants customarily worn by firefighters (turn-out or bunker coat and pants), rubber boots, gloves, bands around legs, arms and waist, and face mask, as well as covering for neck, ears, and other parts of the head not protected by the helmet, breathing apparatus, or face mask.

General Statute (G.S.) – The specific form of state law, codified and recorded for reference.

Hazard – Any situation that has the potential for causing damage to life, property, and the environment.

Hazard Analysis – A process used by emergency managers to identify and analyze crisis potential and consequences.

Hazard Identification – The Hazard Identification is part FEMA’s CPG 1-35, of the “Hazard Identification, Capability Assessment, and Multi-Year Development Plan” (HICA/MYDP, op. cit.) information system, which is completed (and updated annually) by State and local emergency management organizations. The Hazard Identification provides a structured approach for identifying those hazards judged by local officials to pose a significant threat to their jurisdiction.

HazMat, Hazardous Materials – any substance or material in a particular form or quantity, which the Secretary of Transportation finds may pose an unreasonable risk to health, safety, and property. Substances so designated may include explosive, radioactive materials, etiologic agents, flammable liquids or solids, combustible liquids or solids, poisons, oxidizing or corrosive materials, and flammable gases. Defined via rulemaking

process, under authority of PL 93-633.

Hazardous Material Incident (Stationary) – Uncontrolled, unlicensed release of hazardous materials from a fixed site.

Hazardous Materials Response Team – A team of specially trained personnel who respond to a hazardous materials incident. The team performs various response actions including assessment, fire fighting, rescue, and containment; not responsible for cleanup operations following incident.

Hazardous Materials Transportation Incident – Uncontrolled, unlicensed release of hazardous materials during transport outside a fixed-site operation.

Hazardous Wastes – Discarded materials that EPA regulates under authority of the Resource Conservation and Recovery Act (RCRA) (42 USC 6901 et. Seq.) because of public health and safety concerns. Under RCRA, a hazardous waste is fully regulated from “cradle to grave”—that is, from its time of creation until properly discarded.

HICA-MYDP – Hazard Identification, Capability Assessment, and Multi-Year Development Plan. (See CPG 1-35)

Hurricane – Pronounced rotary circulation, constant wind speed of 74 miles per hour (64 knots) or more.

ICS – Incident Command System : combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. Intended to expand as situation requires larger resource, without requiring new, reorganized command structure.

In-Place Sheltering – Directing of personnel to remain in a building or seek shelter in a building or structure, in lieu of evacuation, for protection from a life safety threat, i.e. vapor cloud or explosion. In-place sheltering is defined as “the indoors sheltering of people to prevent external contact or inhalation of harmful chemicals”. All air circulating devices should be shut off and windows and doors closed. It is anticipated in-place sheltering will last a short time, no more than a few hours.

Integrated Emergency Management System (IEMS) – A system which allows improved capability by all levels of government to mitigate, prepare for, respond to, and recover from all disasters or emergencies. IEMS utilizes a strategy for implementing emergency management activities which builds upon those functions which are common to preparedness for any type of occurrence; and which provides for special requirements of individual emergency situations. Seeks function-based annexes which can be adapted

EOP/GLOSSARY

to varied hazard events.

Joint Public Information Center (JPIC) – A center established near the scene of a disaster or emergency for issuing emergency information. It provides a central location for the joint issuance of accurate information to news media representatives by all levels of government and private industry. This center should be a large room with limited access, close to the scene, where the media can receive information and be provided with workspace. A JPIC is established for written and verbal new releases to the media. The Joint Public Information Center provides a central location where news media representatives can receive accurate current information concerning the incident. (See PIAT)

Liability – An obligation to do or refrain from doing something; a duty which eventually must be performed; an obligation to pay money; also used to refer to one's responsibility for his conduct.

Liabile – To be responsible for; to be obligated in law. (See liability).

Local Government – Political subdivision of the State.

Mitigation – Is an activity that actually eliminates or reduces the probability of a disaster occurrence, or reduces the effects of a disaster. Mitigation includes such actions as, zoning and land use management, safety and building codes, flood proofing of buildings, and public education.

Mutual Aid Agreements – Formal or informal understanding between jurisdictions that pledge exchange of emergency or disaster assistance.

NOAA – National Oceanic and Atmospheric Administration: central agency in development of CAMEO computer system for hazmat response and planning use, especially air-plume and surface-slick dispersion modeling. Functions under the Department of Commerce. Provides Scientific Support Coordinators (SSCs) in coastal and marine areas. SSCs serve as members of the OSC's staff, as scientific and technical advisors. Their capabilities include contingency planning, surface/subsurface trajectory forecasting, resource risk analysis, technical hazard data assessment and general communications. The SSC serves as principal point-of-contact for members of the scientific community.

National Warning System (NAWAS) – The Federal Warning System, used to disseminate warnings of imminent natural disaster or enemy attack into a Regional Warning System which passes it to the State Warning Points for action.

National Warning System (NWS) – A Federal Agency tasked with forecasting weather

EOP/GLOSSARY

and providing appropriate warning of imminent natural disaster such as hurricane, tornados, tropical storms, etc.

On-Scene Commander – Official who directly commands and allocates local resources and supervises all local operations at the scene.

PL – Public Law, citation referring to the session of Congress enacting the law followed by a number indicating the order of that Congress' laws in which it took effect.

Public Information Officer (PIO) – On-scene official responsible for preparing and coordinating the dissemination of public information in cooperation with other responding Federal, State, and local government agencies. Also called Public Affairs Officer (PAO).

Reception Center – A center established to register evacuees and to assess their needs. If an evacuation is ordered, suitable facilities to be used as reception centers must be designated. The centers will be used to register evacuees for emergency shelter or, if temporary shelter is not required because evacuees will stay elsewhere, to ascertain where they can be contacted. Persons requiring temporary shelter will be directed to a shelter location. (NOTE: Reception and shelter facilities may be at the same location.)

Recovery – Activity involves assistance to return the community to normal or near-normal conditions. Short-term recovery returns vital life-support systems to minimum operating standards. Long-term recovery may continue for a number of years after a disaster and seeks to return life to normal or improved levels. Recovery activities include, temporary housing, loans or grants, disaster unemployment insurance, reconstruction, and counseling programs.

Risk – The probability that damage to life, property, and the environment will occur.

Risk Analysis – Assesses probability of damage (or Injury) due to hazardous materials release and actual damage (or injury) that might occur, in light of the hazard analysis and vulnerability analysis. Some planners may choose to analyze worst-case scenarios. Use the Chemical Profiles in the CEPP technical guidance or a similar guide to obtain information.

Risk Area – An area considered likely to be affected by a release of a toxic chemical. Risk areas are based on recommended isolation distances (i.e., one-half mile radius in all direction and one mile downwind), identifiable land features (streets, addresses, rivers, etc.) and predominate wind directions.

Rumor Control Center – A center established to provide a contact point for the public

to call for additional information. The center is located adjacent to the JPIC.

SARA – Superfund Amendments and Reauthorized Act of 1986 (PL99-499). Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

SERC – State Emergency Response Commission, designated by the Governor, responsible for establishing hazmat planning districts and appointing/overseeing Local Emergency Planning Committees.

Shelter – A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days. For the risk areas the primary shelter and the reception center are usually located in the same facility.

Shelter Manager – An individual who provides for internal organization, administration, and operation of a shelter facility.

Staging Area – A pre-selected location having large parking areas such as a major shopping area, schools, etc. The area is a base for the assembly of persons to be moved by public transportation to host jurisdictions and a debarking area for returning evacuees. Several of these areas should be designated to each evacuating jurisdiction.

Standard Operating Procedures (SOP's) – Set of instructions having the force of a directive, covering features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness, and implemented without a specific direct order from higher authority.

State Emergency Operations Plan – Plan designated specifically for State-level response to emergencies or major disasters; which sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance. (See EOP, op. cit.)

State Emergency Response Team (SERT) – A team of emergency response personnel from the Department of Crime Control and Public Safety who are dispatched to the scene of a disaster in order to evaluate conditions, offer advice, and coordinate all recovery activities.

State Warning Point (SWP) – The State Facility (State Highway Patrol Communications Center) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

Traffic Control Points – Places along evacuation routes that are manned to direct and control movement to and from the area being evacuated.

EOP/GLOSSARY

Tornadoes – Spawned by hurricanes sometimes produce severe damage and casualties. If tornado is reported in your area, a warning will be issued.

Vulnerability – The susceptibility to life, property, and the environment to damage if a hazard manifests its potential.

Vulnerability Analysis – Identifies what is susceptible to damage. Should provide information on: extent of the vulnerable zone; population, in terms of size and types that could be expected to be within the vulnerable zone; private and public property that may be damaged, including essential support systems and transportation corridors; and environment that may be affected, and impact on sensitive natural areas and endangered species. Refer to the CEPP technical guidance or DOT's Emergency Response Guidebook to obtain information on the vulnerable zone for a hazardous materials release. A standard vulnerability analysis has been developed by EPA to assist communities in addressing sec. 303 of Title III.

Warning – The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects of natural disasters and acts of civil disturbance or war.

Warning Point – A facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

Warning Signal – An audible signal, sounded on public outdoor warning devices.

WATAUGA COUNTY EMERGENCY OPERATIONS PLAN GLOSSARY

ACRONYMS AND ABBREVIATIONS

ARC	American Red Cross
ARES	Amateur Radio Emergency Service
CCA	Comprehensive Cooperative Agreement
CCF	Congregate Care Facility
CCPS	Crime Control & Public Safety (NC Dept. of)
CEM	Comprehensive Emergency Management
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
COG	Continuity of Government; also Council of Governments
CPG	Civil Preparedness Guide
DAO	Damage Assessment Officer
DCI	Division of Criminal Information (formerly Police Information Network)
DHR	Department of Human Resources
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DOT	Department of Transportation
DSS	Department of Social Services

EOP/GLOSSARY

EBS	Emergency Broadcast System
EHNR	Environment, Health, & Natural Resources (formerly NRCD)
EHS	Extremely Hazardous Substances
EM	Emergency Management
EMA	Emergency Management Assistance (Federal program)
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FRC	FEMA Regional Coordinator
GS	General Statute
HAZMAT	Hazardous Materials
HICA/MYDP	Hazard Identification, Capability Assessment/Multi-Year Development Plan
IC	Incident Commander
ICS	Incident Command System
IEMS	Integrated Emergency Management System
JPIC	Joint Public Information Center

EOP/GLOSSARY

LEPC	Local Emergency Planning Committee
mR	milliroentgen
NAWAS	National Warning System
NCDCSS	North Carolina Division of Social Services
NCEM	North Carolina Division of Social Services
NCERC	North Carolina Emergency Response Commission
NCGS	North Carolina General Statutes
NCNG	North Carolina National Guard
NCP	National Contingency Plan
NFPA	National Fire Protection Association
NHFC	National Hurricane Forecast Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On Scene Contact
OSHA	Occupational Safety and Health Act
PIO	Public Information Officer
RADPRO	Radiation Protection
RO	Radiological Officer
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SBI	State Bureau of Investigation
SERC	State Emergency Response Commission (See NCERC also)

EOP/GLOSSARY

SERT	State Emergency Response Team
SOP	Standard Operating Procedure
SWP	State Warning Point
USCG	United States Coast Guard
WERS	Weapons Effect Reporting Station

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AGENDA ITEM 5:**MAINTENANCE MATTERS*****A. Award of Architectural Services for Aquatic Center Repair Project*****MANAGER'S COMMENTS:**

In 2010 Sutton-Kennerly & Associates Engineers provided a list of repairs to address the building deficiencies at the aquatics center. Funds were budgeted in fiscal year 2012-13 to repair the skylights over the swimming pool. An architect will be required to design the custom skylights and ensure compliance with the wind zone.

Mr. Marsh has contacted the original architect, Innovative Design, who designed the energy upgrades in the 1990's. Innovative Design has provided options for restoring or replacing the skylights. Mr. Marsh is recommending Innovative Design for this project based on their knowledge and familiarity with the aquatic center.

North Carolina G.S. 143-64.32 requires the use of the Qualifications-Based Selection (QBS) process for procurement of professional services performed by architects, engineers, surveyors, and construction managers at risk unless the Board exempts itself.

Staff requests the Board hire Innovative Design to restore/replace the skylights at the aquatic center and exempt this selection based on the firm's knowledge and previous experience with design work at the center.

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WATAUGA COUNTY MAINTENANCE DEPARTMENT

969 West King St., Boone, NC 28607 - Phone (828) 264-1430
Fax (828) 264-1473

TO: Deron Geouque, County Manager

FROM: Robert Marsh, Maintenance Director

DATE: July 23, 2012

SUBJECT: Architectural Services for the Watauga County Aquatic Center Repair Project

BACKGROUND

Sutton-Kennerly & Associates Engineers recommended a prioritized list of repairs to address the building deficiencies noted in their 2010 survey of building conditions. This year the FY12-13 budget includes the funds necessary to replace the fixed skylights over the swimming pools which have deteriorated over time. This project will require an architect to design custom units that will be weather resistant and meet the 90 mph wind zone requirement for the site.

RECOMMENDATION

Innovative Design was the original architectural firm that designed the energy upgrades that were done in the early 1990's. I discussed the needed repairs several times this spring with Mike Nicklas, principal architect for the firm. Mr. Nicklas suggested several options for restoring or replacing the skylights and he provided a preliminary cost estimate for the needed repairs (see attached).

I recommend Innovative Design for this project based upon their knowledge and previous experience with design work for the Aquatic Center. Innovative Design has successfully completed projects for local and state government agencies. The Commissioners will need to exempt this selection for a designer from the "Best Qualified" selection procedure as the fee is estimated to be less than \$30,000.

BUDGET IMPACT

The estimates for this project range from \$33,471 to \$65,795 depending on the scope of the repairs. The architect will visit the site and recommend the best alternative to restore or replace the skylight units and provide construction documents. Seventy-five thousand dollars is approved in the FY12-13 Budget for this project.

CSI Division	Quantity	Unit Cost	Cost
Replace All			
Div. 02 - Demolition			
x Demo skylights	1,400 sf	\$4.45	\$6,233
x 10 CY dumpster	1 wks	\$468.56	\$469
			\$6,701
Div. 03 - Concrete - n/a			
Div. 05 - Metals - n/a			
x Abundant Energy Pro-Seal 5/8" material	1 LS		\$8,825
x labor	754 lf	\$7.00	\$5,278
x miscellaneous new aluminum framing	1 LS		\$10,000
			\$24,103
Div. 06 - Wood & Plastic - n/a			
Div. 07 - Thermal & Moisture Protection			
x flashing	450 sf	\$3.78	\$1,702
x 1" polyiso insulation	70 sf	\$0.73	\$51
			\$1,753
Div. 08 - Openings			
x 5/8" plastic glazing - material	32 pcs	\$190.00	\$6,080
x 5/8" plastic glazing - labor	32 pcs	\$38.00	\$1,216
			\$7,296
Subtotal Hard Costs			\$39,853
Contingency for unexpected conditions	10% Subtotal	\$3,985.33	\$3,985
Div. 01 - General Conditions & GC O&P	30.00% Subtotal	\$39,853.33	\$11,956
Total			\$55,795
Total with Design - Large Scope			\$10,000
Total with Design - Smaller Scope			\$6,000

CSI Division	Quantity	Unit Cost	Cost
Replace Only Caps, Glazing and Flashing			
Div. 02 - Demolition			
x Demo skylights	150 sf	\$4.45	\$668
x 10 CY dumpster	1 wks	\$468.56	\$234
			\$902
Div. 03 - Concrete - n/a			
Div. 05 - Metals - n/a			
x New Caps (based on Abundant Energy cap)	1 LS		\$4,175
x labor	754 lf	\$3.50	\$2,639
			\$6,814
Div. 06 - Wood & Plastic - n/a			
Div. 07 - Thermal & Moisture Protection			
x flashing	450 sf	\$3.78	\$1,702
x 1" polyiso insulation	70 sf	\$0.73	\$51
			\$1,753
Div. 08 - Openings			
x 5/8" plastic glazing - material	32 pcs	\$190.00	\$6,080
x 5/8" plastic glazing - labor	32 pcs	\$38.00	\$1,216
			\$7,296
Subtotal Hard Costs			\$16,765
Contingency for unexpected conditions	10% Subtotal	\$1,676.50	\$1,677
Div. 01 - General Conditions & GC O&P	30.00% Subtotal	\$16,765.05	\$5,030
Total			\$23,471
Total with Design - Large Scope			\$10,000
Total with Design - Smaller Scope			\$6,000



Governmental Agencies



FIRM PROFILE



To be the world's leader in
advancing sustainable design

WHO WE ARE

Innovative Design specializes in the planning and designing of high-performance and environmentally sensitive buildings. We believe that by focusing on sustainable design principles, we are able to create healthy, productive and cost-effective working environments.

Innovative Design was founded in North Carolina in 1977 and includes a staff of six licensed architects. Our services include:

- Project Advanced Planning
- Space Programming
- Architectural Design
- Construction Administration
- Post-Occupancy Evaluation
- Existing Building Energy Efficiency Improvement
- Integrated Project Delivery and LEED Certification
- Energy Modeling and Daylighting Consulting
- Renewable Energy Systems Design
- Rainwater Harvesting
- Sustainable Design Guidelines for Governmental Agencies
- Research and Development

Innovative Design has been a member of the USGBC since 2000 and is committed to meeting the AIA's Architecture 2030 Challenge goal. (www.architecture2030.org)

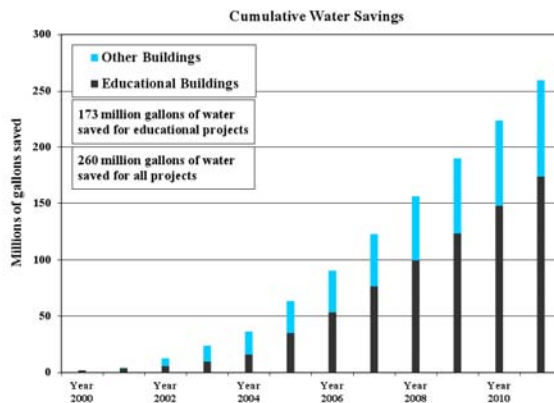
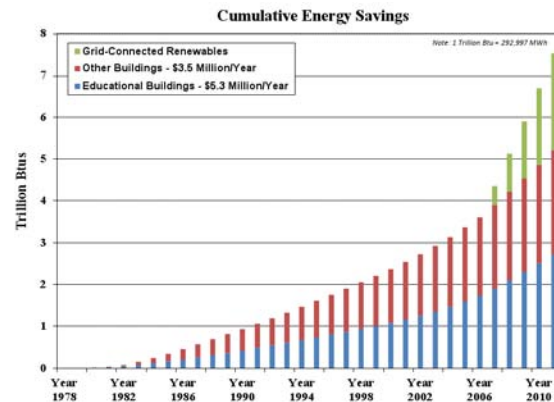


BUILDING PERFORMANCE

Long Term Commitment, Long Term Savings

Because of our commitment to creating energy-efficient buildings and the metrics by which we judge our success, we have been collecting energy performance data since 1977. The solar and energy efficiency features incorporated into our buildings have saved over 5.2 trillion Btu's for our clients, an amount equal to \$130 million and the peak reduction equivalent of a 51 MW power plant. If you consider the additional grid-tied solar projects that Innovative Design played an integral part in implementing, our peak load reduction is equivalent to a 124 MW power plant.

Since 2000, we have incorporated rainwater harvesting systems in our projects that have saved 260 million gallons of municipal water.



Post-occupancy building performance analysis:

We are committed to working with our clients to verify the building's performance by comparing it to our projected energy and water consumption.

EXPERTISE

Leader in the Sustainable Building Industry

Our staff has contributed to the building industry through developing and presenting workshops, publishing research papers and guidelines, participating in task forces and volunteering for various organizations to advance sustainable design. Key contributions by our staff are:

- Delegate to United Nations Earth Summit
- President of the International Solar Energy Society
- Chair of the American Solar Energy Society
- Member of the North Carolina Energy Policy Council
- Board member of the Sustainable Buildings Industry Council
- Chair of the North Carolina Sustainable Energy Association
- President of the AIA Triangle
- Chair of the USGBC North Carolina Triangle Chapter
- USGBC® Faculty™
- AIA Representative to ASHRAE's Advanced Energy Guide for K-12 Schools

Specialized Expertise

Members of our staff are industry recognized experts in key aspects of sustainable design. Diversified expertise among our staff enables our projects to achieve well integrated design solutions through continuous feedback from each other. Key areas of our expertise include:

- Energy modeling
- Daylighting simulation and thermal energy analysis
- Renewable energy system design
- Rainwater harvesting
- LEED® Rating Systems

GOVERNMENT FEATURED PROJECT

NCDOT Northwest North Carolina Rest Area and Visitor Center

Location: North Wilkesboro, NC
 10,500 SF New Construction
 Completion: October 2009

The Northwest North Carolina Rest Area and Visitor Center operates continuously, serving over 500 travelers per day. The associated high energy and water demands mean that NCDOT benefits greatly from Innovative Design’s sustainable building practices.

This project has achieved **LEED Gold** certification. Key integrated, green design features include:

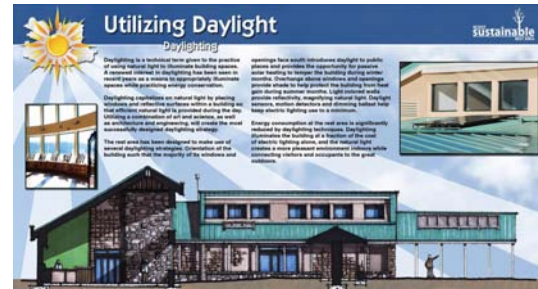
- Energy efficient building envelope
- Daylighting in visitor halls and restrooms
- Geothermal cooling and heating with heat recovery ventilation
- Solar domestic hot water
- Photovoltaics
- Constructed wetlands and bioswales
- Rainwater reuse for toilet flushing
- Drought tolerant landscaping
- Dark-sky compliant site lighting
- Low- and zero-VOC materials
- Educational signage throughout the visitor center

The project was also awarded the 2011 Environmental Excellence Award by the Federal Highway Administration.

Go to <http://ncdot.technology-view.com/wilkes> if you want to see, real-time, how all the sustainable energy and water systems are performing.

“People think DOT’s color is either yellow from our trucks or orange from our construction cones. Today, DOT has a new color, GREEN!”

Eugene A. Conti, Jr., NCDOT Secretary



GOVERNMENT FEATURED PROJECT

Bay Transit Gloucester Facility

Location: Gloucester, VA
 18,700 SF New Construction
 Completion: October 2013 (expected)

Bay Transit plans to build the Gloucester Transit Facility in an effort to improve operating efficiency, accommodate local and regional growth and improve mobility for the residents of the region. Bay Transit intends to build a cost effective, energy-and-water-efficient building to function for over forty years. With a focus on long-term operational savings and stormwater management, the Owner has embraced a wide range of economically viable green strategies, including:

- Energy-efficient building envelope
- Daylighting in regularly occupied spaces
- Geothermal heat pumps for cooling and heating for office area
- Waste-oil reuse boiler for maintenance shop heating
- Heat recovery ventilation
- Efficient lighting with sensor and timer based controls
- Rainwater reuse for bus wash and toilet flushing
- Low-flow water fixtures
- Constructed wetland and bioswales
- Submetering for each mechanical zone
- Green monitoring and interpretive signs
- Photovoltaics

"I want to commend all of you again for doing such a great job!! I know we have really heaped a lot of expectations on you with tight deadlines and you all have come through every time!! So thank you, thank you for all of the effort and hard work. And it has paid off."

Larry Kight, Project Manager, Bay Transit



GOVERNMENT FEATURED PROJECT

NCDOT Ferry Terminals

Location: Swan Quarter and Cherry Point, NC
 Swan Quarter: 5,000 SF New Construction
 Cherry Branch: 7,300 SF New Construction
 Completion: est. 2013
 Designed in conjunction with NCDOT

NCDOT Cherry Branch Ferry Facility

Project Description: One story ferry facility in Cherry Branch, NC accommodating lobby, offices, staff galley, conference room and restrooms. The building is designed with various energy efficient and water efficient technologies including a geothermal heat pump, solar thermal panels, highly efficient building envelope, low flow plumbing fixtures, rainwater harvesting, daylighting and efficient lighting fixtures.

NCDOT Swan Quarter Ferry Facility

Project Description: One story ferry facility in Swan Quarter, NC accommodating lobby, offices, staff galley, conference room, restrooms, and ferry crew's dormitory. The building is designed with various energy efficient and water efficient technologies including a geothermal heat pump, solar thermal panels, highly efficient building envelope, low flow plumbing fixtures, rainwater harvesting, daylighting, and efficient lighting fixtures.

Life Cycle Cost Analysis:

Life Cycle Cost Analysis (LCCA) is a key to making the right decisions. We conduct extensive LCCA at the Preliminary and Schematic Design phases.



GOVERNMENT FEATURED PROJECT

Tennessee Valley Authority Office Complex

Location: Chattanooga, TN
 Daylighting and Energy Efficiency Improvement Retrofit
 Completion: TBD

The following summarizes the daylighting and energy-related tasks completed by Innovative Design in conjunction with Derthick, Henley & Wilkerson Architects in analyzing TVA's Chattanooga Office Complex.

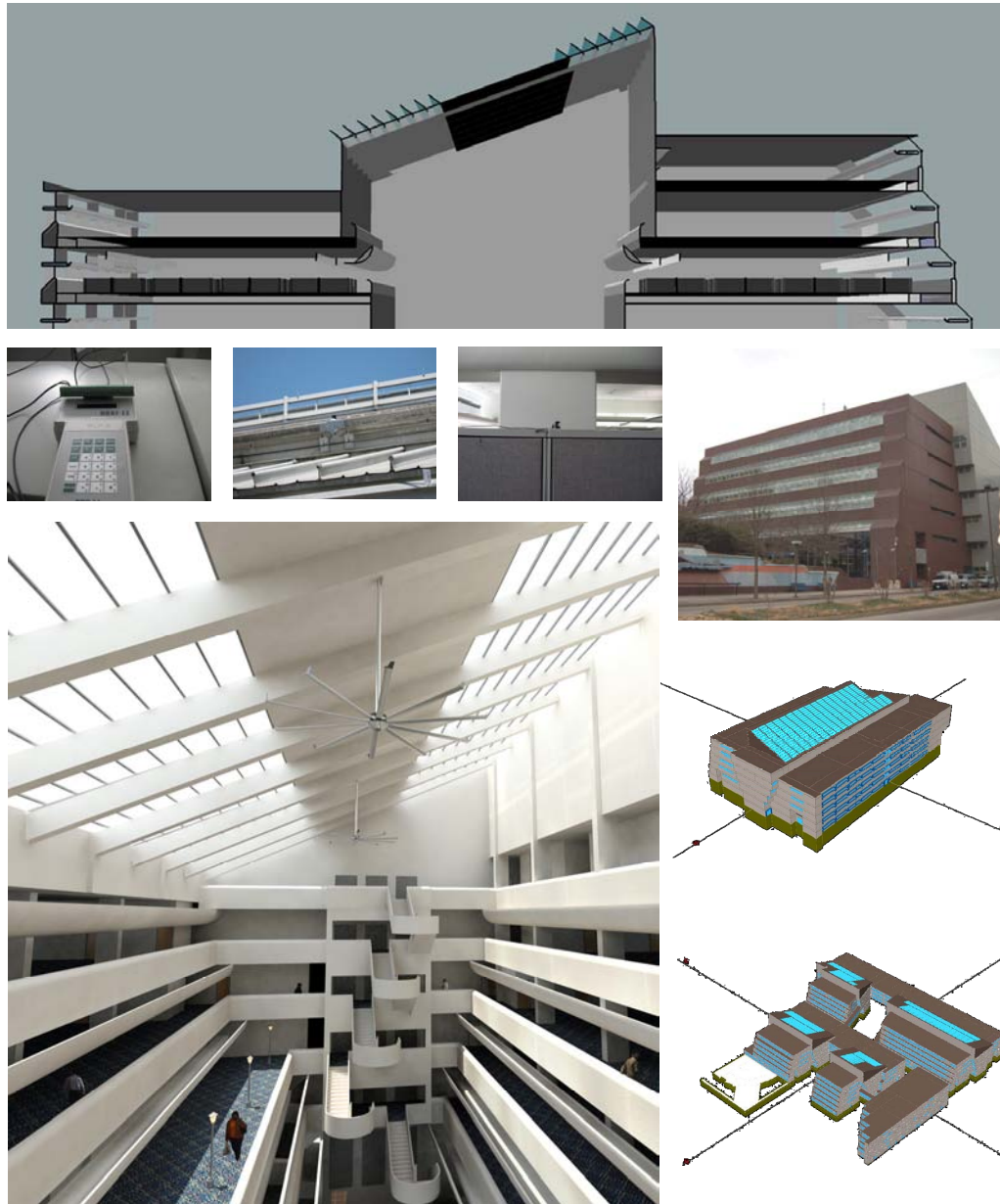
This first phase of work focused on Lookout Place and generally consisted of steps to:

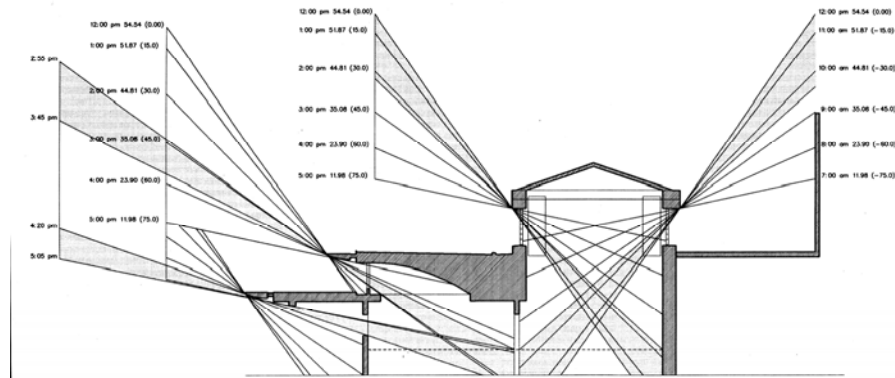
- Determine the current daylighting contribution through new monitoring and past evaluations,
- Compare actual daylighting monitoring data to predicted Daysim computer simulations and
- Develop an eQUEST overall energy model of Lookout Place that compared favorably with the existing energy performance of the building.

Once we developed both daylighting and overall energy models that reliably simulated actual performance, we were able to:

- Evaluate numerous daylighting strategy options for perimeter spaces and atrium,
- Evaluate existing products and systems that allow the various daylighting strategies to be implemented and develop construction cost estimates for the various options,
- Simulate the daylighting contribution in conjunction with the overall energy performance to determine the best energy saving strategy and
- Investigate the impact that workstation partitions have on the daylighting contribution.

Phase 2 expands to modeling the entire TVA complex and looking at recommendations for the HVAC, lighting, plug loads and daylighting.





GOVERNMENT FEATURED PROJECT

Chattanooga Convention Center

With DH&W Architects

Location: Chattanooga, TN
300,000 SF
Completion: 2003

Innovative Design's Role:

- Daylighting consulting
- Sustainable design consulting
- Rainwater system
- Photovoltaic system
- Green building materials
- Eco-education

The Chattanooga Convention Center project combined the renovation of a 110,000 square foot facility with the addition of a 188,000 square foot new facility into a state-of-the-art sustainable exhibit and convention center. With Innovative Design serving as a sustainability consultant to the nationally recognized firm DH&W, the facility became the first major convention center in the country to incorporate daylighting as the primary lighting strategy.

The design objective emphasized the use of extensive daylighting in all major spaces as the primary light source. Natural light enters the large exhibit spaces through expansive south-facing roof monitors that evenly distribute the daylighting within the exhibit halls with the aid of interior baffles. In addition to greatly reducing the requirements for cooling equipment, the roof monitors provide superior lighting conditions for at least two-thirds of the daylit hours. The majority of the break-out rooms are also daylit using a variety of strategies.

Motorized darkening shades, light sensors and dimmable lighting controls provide smooth transitions between varying light conditions and desired effects to enhance comfort and maximize economic benefits of the daylighting strategies. With state-of-the-art, energy efficient HVAC and lighting systems designed to be compatible with the daylighting strategy, temperatures are accurately controlled throughout the center, comfort is increased, indoor air quality is improved and substantial energy savings are realized.

Design Objective: To be the premier green convention center in the country



GOVERNMENT FEATURED PROJECT

City of Raleigh Solar Development at the Neuse River Wastewater Treatment Plant

Location: Raleigh, NC
 1.3 MW Photovoltaics
 Completion: December 2011

The Neuse River Wastewater Treatment Plant solar installation is the largest solar installation on any municipal property in the state of North Carolina. Innovative Design served as the catalyst for the project, acting as the City of Raleigh's representative in selecting a site, soliciting solar developer interest, developing RFPs and assisting the City in evaluating the proposals.

Mecklenburg County Solar Development

Location: Mecklenburg County, NC
 141 Solar Thermal Collectors over Five County Facilities
 Completion: 2011

Innovative Design's role included assisting Mecklenburg County in soliciting and obtaining \$740,000 in federal grant money, analyzing potential locations, developing bid documents and evaluating bids from solar contractors. Innovative Design also assisted Mecklenburg County during the Construction Administration process.

The final installations occurred at County Jail North, Metro School, Medical Examiner's Office, Central Piedmont Community College's Culinary Arts Building and the Department of Social Services Wallace H. Kuralt Centre. As a result, the county will avoid using more than 1.5 million cubic feet of natural gas per year and will be able to financially benefit from the Renewable Energy Credits.

"We're proud to be taking this step forward in the environmental sustainability of our facilities. These solar water heaters represent our commitment to shrinking Mecklenburg County's carbon footprint and using clean-energy technology to save our taxpayers on facility operating costs."

Jennifer Roberts, Mecklenburg County Commission Chair

GOVERNMENTAL PROJECT EXPERIENCE

Representative Governmental Agency Clients

National:

- National Bureau of Standards
- National Renewable Energy Laboratory
- Los Alamos National Laboratories
- United States Department of Energy
- United States Fish and Wildlife Service
- United States Postal Service

State:

- Kentucky Division of Energy
- Mississippi Department of Energy and Transportation
- New York State Energy Research and Development Authority
- North Carolina Alternative Energy Corporation
- North Carolina Department of Commerce, Energy Division
- North Carolina Department of Transportation
- North Carolina Energy Institute
- Ohio Schools Facilities Commission
- State Energy Conservation Office of Texas
- Tennessee Energy Division
- Tennessee Valley Authority

County:

- Johnston County, North Carolina
- Martin County, North Carolina
- Wake County, North Carolina
- Watauga County, North Carolina

Municipal

- City of Raleigh, North Carolina
- Town of Clayton, North Carolina
- Town of Rowland, North Carolina
- Town of Selma, North Carolina



"[Northwest North Carolina Sustainable Visitors Center] shows the public that DOT cares about the environment and that there are many ways for people and government to make a difference."

Jennifer Pitts, North Carolina Department of Transportation

GOVERNMENTAL GREEN INITIATIVES

Innovative Design has focused on designing energy efficient, environmentally sound projects since 1977. In order to increase the positive impact that our firm can have within our communities, our country and the world we have consulted with numerous governmental agencies in an effort to advance good sustainable design. Our consulting services include:

- Design charrettes and project goal setting sessions
- Energy analysis using eQuest, TRNSYS and other energy software
- Daylighting simulation using Daysim
- Design review throughout the design phase
- LEED documentation and certification
- Green product input/specifications
- Holistic water cycle design including rainwater harvesting and environmentally-sound wastewater treatment
- Renewable energy design
- Life Cycle Analysis (LCA) and carbon footprint analysis
- Construction shop drawing review for green products and systems

Examples—Ohio and New York Initiatives

Innovative Design was the lead consultant for the development of the **Ohio School Facilities Commission's Green School Initiative** and **New York State Energy Research and Development Authority's effort to green New York schools**. We contributed to:

- Evaluating their standards and proposed energy and water performance improvement opportunities per climatic regions of each state
- Analyzing the cost benefit for each recommended measure and prioritizing measures related to LEED rating
- Developing and conducting workshops on daylighting, rainwater harvesting, solar water heating and plug load management to train local architects and engineers
- Conducting one-on-one plan review sessions with all A/E teams selected to design Ohio schools
- Evaluating existing schools and addressing the potential of retrofitting glazing strategies to improve energy-efficiency and daylighting quality

WHY GREEN FOR YOUR BUILDING

Reducing Operating Costs

Green buildings save your cost through:

- Reduced energy consumption: Our buildings are designed to exceed the AIA 2030 Challenge objectives and save a minimum of 60% in energy compared to typical public buildings
- Reduced water consumption: We routinely design to reduce potable water use by 80-90%
- Durable, easy-maintenance materials: We incorporate materials that reduce repair, replacement and maintenance costs



Green saves taxpayers' dollars!



WHY GREEN FOR YOUR BUILDING

Healthy and Productive Workplaces

In addition to daylighting saving operating costs, controlled natural lighting strategies improve worker productivity and absenteeism. Of all the sustainable building design features, there is none that provides more benefits at less cost than daylighting.

Innovative Design is known worldwide for our expertise in daylighting design.

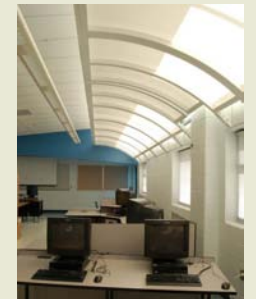
With increasing public awareness regarding the importance of good indoor environmental quality, more governmental agencies are implementing green strategies to improve the quality of their workplaces. These are strategies our design team has been implementing in our buildings for decades:

- Controlled, diffused daylighting of all key work areas
- Healthy building materials and products
- Natural ventilation options
- Outdoor air strategies that provide excellent air quality with minimum energy loss



Benefits of Daylighting

A 2010 research conducted by Rensselaer Polytechnic Institute at the daylit Smith Middle School in Chapel Hill, NC that was designed by Innovative Design, indicated that students in daylit environments were receiving more short-wave, blue light than students exposed to fluorescent fixtures. This impacted the circadian cycle of the students exposed to daylighting, allowing them to have better sleep patterns and receive more sleep each night. For decades it has been observed that students in daylit environments have had higher attendance records and performed better (studies of the academic performance of students in Innovative Design's daylit schools found that students scored 14% higher in their end-of-grade tests than comparable students in the county). This study identifies daylighting as a significant factor in why students in these types of environments are healthier and more alert.

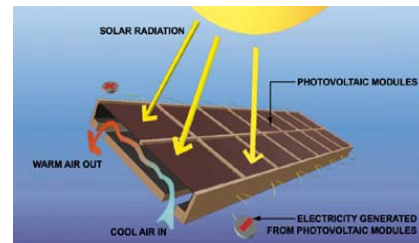


INNOVATION

Since Innovative Design's formation in 1977, our goal has been to advance sustainable design. Our contributions to sustainability and renewable energy have been significant and our green innovations have come in many forms: programs and ventures, product enhancement, guidelines and new heights in whole-building, integrated design. As our name implies, we are **true green innovators**.

PV Bonus

- At the time when building-integrated photovoltaics was just a concept, Innovative Design was selected by the US DOE as one of three companies in the country to develop and advance strategies to integrate PV into building design.
- We developed two prototype, roof-integrated, hybrid systems that incorporated photovoltaics and heat recovery and integrated them into a new prototype Applebee's restaurant and a Central Carolina Bank. The results were featured on CNN's "Science and Technology Week" in 1997.



Power Roof™

- Working with Duke Solar (now Solargenix), Innovative Design developed the Power Roof™, an integrated, hybrid roof structure with solar thermal collector, natural daylighting, radiant barrier and rainwater harvesting system.
- The high-temperature, tracking solar collectors were developed to provide electricity, heating and cooling, industrial process heat, desalination and water purification.



INNOVATION



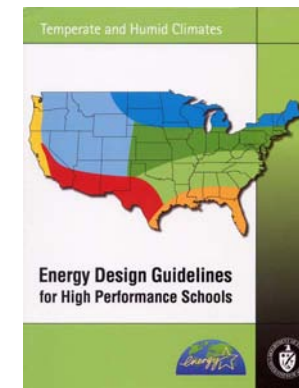
Translucent Interior Light Shelf

- Glare-free, diffused light
- Tested with a mock-up during Design Development
- Measured performance through research
- Easy maintenance with hinged connection for individual section
- Installed in many projects throughout the US



Raincatcher™

- Rainwater collection system design software for facilities throughout the US
- Monthly water balance and preliminary cost estimate included
- Local climate data optimization



Workshops, Guidelines & Technical Papers

- Over 350 conference presentations and workshops in 27 countries and 32 states by our staff targeted for building owners, facility managers and design professionals
- Over 20 design guidelines for national, state and county clients throughout the US including US DOE, Ohio, Texas and New York
- Over 100 technical papers and articles published

SOLAR DEVELOPMENT

Your Green Power Profit Center

How Can an Organization Take Advantage of This Opportunity?

Public institutions and non-profits can create a green power profit center by engaging a private solar developer that will own, finance, install and maintain solar systems, alleviating the Owner of these typical costs. Additionally, the solar developer leases the space where the solar system is placed, providing immediate positive cash flow to the facility owner.

Because of federal and state tax incentives and laws, it is advantageous for the solar developer to retain ownership of the system for six to seven years until the tax advantages are exhausted. During this period, benefits from Renewable Energy Certificate (REC) and/or solar electricity sale are retained by the solar developer.

However, in year seven, it is advantageous for the solar developer to sell and the facility owner to buy the solar system for a fraction of the initial cost. Because the facility owner is also the recipient of the balance of the initial power and REC purchase agreements, this revenue stream further enhances the positive cash flow advantages for the owner. Given that today's solar systems operate for over thirty years, the net cash benefit to the facility owner will be substantial.

What Services Can Innovative Design Provide?

Our relationships with solar developers and utilities, experience in incorporating renewable energy systems and understanding of the REC requirements enables us to best represent an Owner in pursuing this great opportunity. Our services include:

- Facility surveys or energy audits to determine appropriate opportunities
- Identifying potential solar developers and REC purchasers
- Developing appropriate documentation of scope and unique project requirements
- Developing "Requests for Proposals" or bid documents
- Evaluating proposals and assisting negotiation of lease agreements/contracts
- Representing the Owner during construction

RESEARCH AND ANALYSIS

Analytical Approach

Other architects typically use their energy simulation to size their mechanical system once the building is fully designed. Our in-house energy analysts, starting during Schematic Design, develop numerous options while working hand-in-hand with our architects as they evaluate complex interactions of building systems.

DAYSIM

By utilizing this hourly daylighting simulation program, we generate space-by-space illuminance profiles that can be imported into our DOE-2 energy simulation software.

eQuest, TRNSYS, EnergyPlus and RETScreen

Our analytical team utilizes four key energy simulation software tools to model individual systems and the whole building. Unlike many designers, we use these design tools for decision-making. eQuest and EnergyPlus are employed to analyze whole-building energy consumption. TRNSYS is used to simulate complicated industrial process loads and/or transient thermal energy flows, such as district steam heating, district chilled water, solar thermal and waste heat reuse.

Raincatcher™

We developed and utilize this program to simulate rainwater harvesting opportunities.

Collaborative Research

We conduct research using analytical tools to advance the industry. In addition to our own research, we have collaborated with leading universities and agencies such as:

- U.S. Department of Energy
- National Renewable Energy Laboratory
- Rensselaer Polytechnic Institute's Lighting Research Center
- North Carolina State University and the North Carolina Solar Center
- Tennessee Valley Authority

SUSTAINABLE DESIGN PRINCIPLES

INTEGRATED PROJECT DELIVERY

WORK TOGETHER—Early involvement of stakeholders and design team.

SET GOALS EARLY—Energy and water reduction goals are set at the beginning of the project with consensus reached by all stakeholders.

HEAVY DESIGN WORK UP FRONT—Schematic Design is emphasized and incorporates extensive analyses in order to clarify key building systems early in design.

POST-OCCUPANCY—Our designers are involved after occupancy to ensure proper use, operation and maintenance of the building. We acquire utility bills to compare to the design models and alert the owner if any disparity is found and, if necessary, address the disparity.

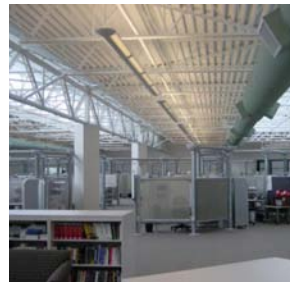
OUR TYPICAL SUSTAINABLE APPROACHES

DAYLIGHTING—Enhances occupant comfort, boosts occupant performance and reduces utility costs

ENERGY—Energy efficient building shell design, high efficiency HVAC systems and equipment, demand-side reduction, process and plug load reduction, renewable energy systems, efficient lighting with daylighting and occupancy sensors, sophisticated metering and remote energy management systems

WATER—On-site stormwater management using bioswales and constructed wetlands, rainwater harvesting, green on-site wastewater treatment, low-flow fixtures, no potable water used for irrigation

AIR QUALITY—Higher air quality standards by specifying environmentally benign materials and finishes, properly designed ventilation systems, prioritizing mold prevention measures and installing pollutant sensors to control fresh-air make-up



RECOGNITION

US EPA ENERGY STAR® - Excellence in Promoting Superior Energy Performance in Building Design. A 2006 and 2007 recipient, **Innovative Design** was the first architectural firm to receive this honor.

2008 EPA WATER SAVER—Recognized as having designed the top water-saving strategy for schools in the US.

North Carolina State Energy Office 2005 — North Carolina’s top award for promoting energy efficiency.

Illuminating Engineering Society of North America 2006—International Illumination Design Award of Merit for the daylighting of Heritage Middle School.

City of Raleigh 2008—Environmental Award for “Pioneering Efforts” in designing sustainable buildings.

American Institute of Architects —Top Ten Most Environmentally Sensitive Buildings in the Country. Awarded in 1997 for Durant Road Middle School and 1999 for Roy Lee Walker Elementary School (with SHW).

Environmental Hall of Fame 2008—**Innovative Design’s** President Mike Nicklas has been inducted.

Sustainable Buildings Industry Council—Best Exemplary Sustainable Building in 2005 for Heritage Middle School and Beyond Green High Performance Building Award in 2007 for Northern Guilford Middle School.

Environmental Excellence Award 2011 —From the Federal Highway Administration for the Wilkes County Sustainable Visitors Center.

“We highly recommend the firm of Innovative Design to anyone interested in high quality architecture with an emphasis on sustainable design.”

Jennifer Pitts, Roadside Environmental Engineer, NCDOT

“Innovative Design has exceeded our expectations in all areas: presentations, plan reviews and supporting materials. On-site, working with architects, there is none better! I recommend Mike [Nicklas] and Innovative Design without hesitation and with the highest praise.”

Donald W. Fudge, Project Manager, TRC Energy Services

“I appreciate your effort. If all our architects were as proactive as you gentlemen, my job would be much easier.”

David Smith, Guilford County Schools, NC, Former Program Director



 Innovative Design

850 West Morgan Street
Raleigh, NC 27603

Phone: 919.832.6303

Fax: 919.832.3339

www.innovativedesign.net



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7.13.2012

AGENDA ITEM 5:**MAINTENANCE MATTERS*****B. Change Order Request for Demolition of the Old High School*****MANAGER'S COMMENTS:**

Mr. Marsh will present a change order request for the old Watauga High School demolition project. The change order is for additional asbestos encountered over the original bid and contracted amount. The change order is for \$37,338 which includes 9,346 sqft of floor tile and mastic, 100 sq. ft. of sink mastic, 200 sq. ft. of cooler ceiling plaster, and 30 sq. ft. of vibration dampners. The change order will leave \$62,662 remaining in the contingency to cover any additional issues that may be forthcoming.

Staff requests the Board approve the change order from NEO Corporation in the amount of \$37,338 for additional asbestos abatement. Funds are to be allocated from the project contingency.



WATAUGA COUNTY MAINTENANCE DEPARTMENT

969 West King St., Boone, NC 28607 - Phone (828) 264-1430

Fax (828) 264-1473

TO: Deron Geouque, County Manager

FROM: Robert Marsh, Maintenance Director *RM*

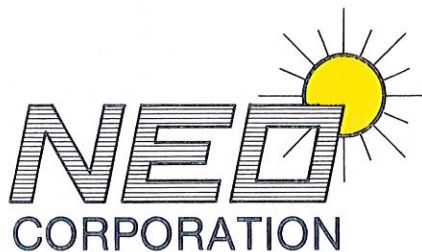
SUBJECT: Change Order Request for Old Watauga High School Demolition Project

DATE: July 30, 2012

NEO Corporation has encountered additional asbestos containing materials that were not included in the base contract amount. NEO has estimated the quantity of these materials and will bill the County the unit price cost specified in the Change Order after the materials have been abated. I recommend the County accept the Change Order Request of \$37,338.00. NEO will keep me updated so that I can quantify and document these materials prior to their removal.

NEO is making good progress on the abatement of the asbestos materials and they hope to finish this process by the first week of August. Additional hazardous materials may be found as they dismantle the building. The wrecking crew will begin tearing down the sports buildings the week of July 30.

I am pleased to report that NEO has hired local contractors to perform the Soil and Erosion Control Plan, Electrical Contracting and Site Sanitation.



Corporate/Canton Office

289 Silkwood Drive
Canton, NC 28716
828.456.4332
828.456.4216 FAX

Morrisville Office

118 International Drive, Suite 103
Morrisville, NC 27560
919.481.0555
FAX 919.481.0404

July 23, 2012

Mr. Robert Marsh
Watauga County Maintenance
969 King Street
Boone, North Carolina 28607

- **Former Watauga County High School**

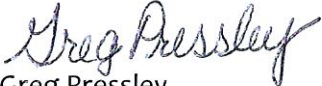
Dear Mr. Marsh:

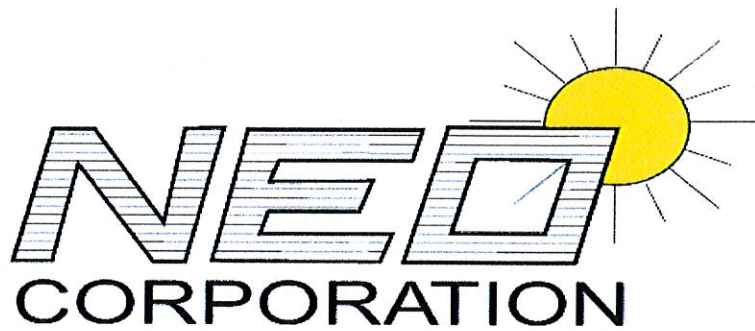
NEO Corporation, NEO, contracted Fleetwood Daniels Group L.L.C. to complete the asbestos inspection of the former high school. The following materials were identified as asbestos containing: floor tile and mastic, sink mastic and ceiling plaster in the cooler. The materials they identified were not included in the original bid for abatement. NEO provided in Alternate #3 unit costs for the abatement of materials found.

Fleetwood Daniels Group L.L.C. estimated approximately 9,346 square feet of flooring materials, 100 sinks, 30 vibration dampners and 200 square feet ceiling material in the cooler. We would like to request a Change Order to cover the costs associated with abating these additional materials that were not part of the original bid.

Attached you will find a spreadsheet illustrating our unit costs. Thank you for considering this request. If you have any questions or need any additional information to better evaluate this request, please do not hesitate to contact me at 828.456.4332 or 800.822.1247.

Sincerely,
NEO Corporation


Greg Pressley
Western Division Manager



ADDITIONAL ACM

		SQFT	UNIT PRICE	Total
MATERIALS	Floor Tile and Mastic	9,346.00	\$3.00	\$28,038.00
	Sink Mastic 4 SQFT each	100.00	\$4.00	\$400.00
	Cooler Ceiling Plaster	200.00	\$7.00	\$1,400.00
	Vibration Dampners	30.00	\$250.00	\$7,500.00
TOTAL				\$37,338.00

Corporate/Canton Office

289 Silkwood Drive
Canton, NC 28716
828.456.4332
828.456.4216 FAX

Morrisville Office

118 International Drive, Suite 103
Morrisville, NC 27560
919.481.0555
FAX 919.481.0404

July 23, 2012

Mr. Robert Marsh
Watauga County Maintenance
969 West King Street
Boone, North Carolina 28607

SUB: Limited Asbestos Inspection – Old Watauga High School
NEO Corporation Project #: 2-76075-07

Dear Mr. Marsh:

NEO Corporation made a site visit to 400 High School Drive in Boone, NC on July 16, 2012. The inspection was performed prior to demolition activities. Suspect materials were sampled and shipped via Federal Express to Scientific Analytical Institute, Inc. in Greensboro, NC for analysis by Polarized Light Microscopy (PLM). The details and findings of the inspection are described below.

The asbestos inspection included the collection of floor coverings in rooms 103 A & B as well as vibration control dampeners in the mechanical closets. Three (3) samples were collected by an accredited inspector and five (5) layers were analyzed by PLM.

EPA recognizes a material as Asbestos Containing Material (ACM) if an asbestos content of greater than one percent asbestos is detected in a representative sample analyzed by polarized light microscopy. **Results indicated that the following materials sampled contained asbestos:**

- **Black Flooring Mastic**
- **Vibration Control Dampener**

A copy of the analytical results from the laboratory as well as the chain of custody is enclosed.

NEO Corporation recommends that a licensed asbestos abatement contractor who employs accredited personnel conduct all asbestos abatement activities. Asbestos Abatement and Demolition Permit/Notification information may be obtained from the Western North Carolina Regional Air Pollution Control Agency @ 828/250-6777 and the NC Health Hazards Control Unit @ 919/707-5950.



The samples collected address asbestos issues only. Lead-Based paint samples were not taken. Please consult your local solid waste officer regarding the disposal of painted building components.

Destructive Sampling was performed.

This document has been prepared by NEO Corporation at the request of and for the exclusive use of Watauga County Maintenance. Any discussion or recommendations contained in this report represent our professional opinions. These recommendations are based on currently available information and were arrived at in accordance with currently accepted industrial hygiene practices at the current time and specific location of the site visit. Other than this, no warranty is implied or intended.

Every effort was made to identify all asbestos-containing materials in accessible areas. There is the possibility that suspect materials were not identified in inaccessible areas. If any suspect asbestos-containing material is discovered that is not included within this report, it should be sampled before it is physically disturbed.

NEO Corporation appreciates the opportunity to provide Watauga County Maintenance with our consultative services. Should you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

NEO Corporation

A handwritten signature in cursive script that reads "Cory Edwards".

Cory Edwards
NC Accredited Asbestos Inspector #12677

cc: 2-76075-07/File

Enclosure (1)



Bulk Asbestos Analysis

By Polarized Light Microscopy
EPA Method: 600/R-93/116 and 600/M4-82-020



NVLAP Lab Code: 200664-0

Customer: NEO Corporation
289 Silkwood Dr.
Canton, NC 28716

Attn: Candice Lance

Lab Order ID: 1211765

Analysis ID: 1211765PLM

Date Received: 7/18/2012

Date Reported: 7/18/2012

Project: ~~12291~~ 2.76075-07

Sample ID	Description	Asbestos	Fibrous Components	Non-Fibrous Components	Attributes
Lab Sample ID	Lab Notes				Treatment
WH-01 - A	Blue FT/mastic	None Detected		100% Other	Blue Non Fibrous Heterogeneous
1211765PLM_1	tile				Dissolved
WH-01 - B	Blue FT/mastic	5% Chrysotile		95% Other	Yellow, Black Non Fibrous Heterogeneous
1211765PLM_4	mastic				Dissolved
WH-02 - A	Blue FT/mastic	None Detected		100% Other	Blue Non Fibrous Heterogeneous
1211765PLM_2	tile				Dissolved
WH-02 - B	Blue FT/mastic	5% Chrysotile		95% Other	Yellow, Black Non Fibrous Heterogeneous
1211765PLM_5	mastic				Dissolved
WH-03	Vibration control dampner	80% Chrysotile	10% Synthetic Fibers	10% Other	White Fibrous Heterogeneous
1211765PLM_3					Teased

Disclaimer: Due to the nature of the EPA 600 method, asbestos may not be detected in samples containing low levels of asbestos. We strongly recommend that analysis of floor tiles, vermiculite, and/or heterogeneous soil samples be conducted by TEM for confirmation of "None Detected" by PLM. This report relates only to the samples tested and may not be reproduced, except in full, without the written approval of SAI. This report may not be used by the client to claim product endorsement by NVLAP or any other agency of the U.S. government. Estimated MDL is 0.1%.

Ired Gulley (5)

Analyst

Nathaniel Durham, MS or Approved Signatory

Scientific Analytical Institute, Inc. 4604 Dundas Dr. Greensboro, NC 27407 (336) 292-3888

Page 1 of 1

AGENDA ITEM 6:

TAX MATTERS

A. Monthly Collections Report

MANAGER'S COMMENTS:

Tax Administrator Kelvin Byrd will present the Monthly Collections Report and be available for questions and discussion.

The report is for information only; therefore, no action is required.

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AGENDA ITEM 6:

TAX MATTERS

B. Refunds and Releases

MANAGER'S COMMENTS:

Mr. Byrd will present the Refunds and Releases Report. Board action is required to accept the Refunds and Releases Report.

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AGENDA ITEM 6:

TAX MATTERS

C. Annual Settlement of Tax Collector

MANAGER'S COMMENTS:

Per G.S. 105-373, an annual settlement of the Tax Collector is required to be prepared and submitted to the Board of Commissioners for review and approval. Mr. Byrd will be present to discuss the settlement and answer any questions you have. Board action is required for approval.

MEMORANDUM

TO: WATAUGA COUNTY COMMISSIONERS

FROM: KELVIN R. BYRD, TAX ADMINISTRATOR

SUBJECT: ANNUAL SETTLEMENT OF TAX COLLECTOR IN ACCORDANCE
WITH G.S. 105-373

DATE: July 24, 2012

THIS ANNUAL SETTLEMENT OF THE TAX COLLECTOR AS PREPARED BY KELVIN R. BYRD, TAX ADMINISTRATOR IS SUBMITTED FOR YOUR REVIEW AND APPROVAL. UPON YOUR APPROVAL, THIS SETTLEMENT SHALL BE ENTERED IN FULL UPON THE MINUTES OF THIS MEETING OF THIS GOVERNING BODY.

ATTACHMENT: SETTLEMENT

OATH AS TO DILIGENT EFFORT TO COLLECT TAXES

N.C.G.S. 105-373

I KELVIN R BYRD, DO SOLEMNLY SWEAR THAT SINCE THE DATE OF MY APPOINTMENT AS WATAUGA COUNTY TAX ADMINISTRATOR, I HAVE MADE DILIGENT EFFORTS TO COLLECT THE TAXES DUE FROM TAXPAYERS OWNING REAL AND PERSONAL PROPERTY AND WHOSE TAXES FOR THE PRECEDING FISCAL YEAR REMAIN UNPAID.

THAT I HAVE DILIGENTLY ENDEAVORED TO COLLECT TAXES OUT OF THE PERSONAL PROPERTY OF TAXPAYERS THROUGH ATTACHMENT AND GARNISHMENT AND BY OTHER MEANS AVAILABLE.

THAT EFFORTS HAVE BEEN MADE TO COLLECT IN SPECIAL CASES SUCH AS BANKRUPTCY AND FROM ESTATES AND IN OTHER UNUSUAL CASES.

THAT I HAVE MADE EFFORTS TO ESTABLISH PAYMENT SCHEDULES FOR TAXPAYERS FACING FINANCIAL HARDSHIPS OR OTHER UNUSUAL CIRCUMSTANCES.

THAT INFORMATION CONCERNING TAXPAYERS IS ON FILE IN THE WATAUGA COUNTY TAX OFFICE.


KELVIN R BYRD, TAX ADMINISTRATOR

OATH ADMINISTERED BY: _____
(NAME)

(TITLE)

DATE

ANNUAL SETTLEMENT OF TAX COLLECTOR

BOONE MV FEE

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$ <u>2,615.99</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$ <u>1,976.58</u>
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B.	<u>2000</u> taxes written off		\$ <u>0.00</u>
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C.	Adjustments		\$ <u>0.00</u>
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	TOTAL CREDITS		\$ <u>1,976.58</u>
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Prior Year Taxes	@ <u>6/30/12</u>		\$ <u>639.41</u>
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	TOTAL		\$ <u>2,615.99</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

WATAUGA COUNTY

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$ <u>1,627,092.99</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$ <u>696,176.95</u>
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B.	<u>2000</u> taxes written off		\$ <u>0.00</u>
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C.	Adjustments		\$ <u>0.73</u>
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	TOTAL CREDITS		\$ <u>696,177.68</u>
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	Prior Year Taxes @ <u>6/30/12</u>		\$ <u>930,915.31</u>
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	TOTAL		\$ <u>1,627,092.99</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

TOWN OF BOONE

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>248,908.02</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>110,605.22</u>
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B.	<u>2000</u> taxes written off		\$	<u>0.00</u>
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C.	Adjustments		\$	<u>0.00</u>
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	TOTAL CREDITS		\$	<u>110,605.22</u>
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Prior Year Taxes	@	<u>6/30/12</u>	\$	<u>138,302.80</u>
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	TOTAL		\$	<u>248,908.02</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

TOWN OF BLOWING ROCK

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$ <u>8,419.76</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$ <u>2,885.25</u>
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B.	<u>2000</u> taxes written off		\$ <u>0.00</u>
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C.	Adjustments		\$ <u>0.00</u>
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	TOTAL CREDITS		\$ <u>2,885.25</u>
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	Prior Year Taxes @ <u>6/30/12</u>		\$ <u>5,534.51</u>
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	TOTAL		\$ <u>8,419.76</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

TOWN OF SEVEN DEVILS

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>3,669.78</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>615.26</u>
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B.	<u>2000</u> taxes written off		\$	<u>0.00</u>
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C.	Adjustments		\$	<u>0.00</u>
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	TOTAL CREDITS		\$	<u>615.26</u>
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	Prior Year Taxes @ <u>6/30/12</u>		\$	<u>3,054.52</u>
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	TOTAL		\$	<u>3,669.78</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

TOWN OF BEECH MOUNTAIN

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>8,926.95</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>2,535.83</u>
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B.	<u>2000</u> taxes written off		\$	<u>0.00</u>
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C.	Adjustments		\$	<u>0.00</u>
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	TOTAL CREDITS		\$	<u>2,535.83</u>
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Prior Year Taxes	@	<u>6/30/12</u>	\$	<u>6,391.12</u>
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	TOTAL		\$	<u>8,926.95</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

FOSCOE FIRE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>22,768.33</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>9,040.57</u>
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B.	<u>2000</u> taxes written off		\$	<u>0.00</u>
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C.	Adjustments		\$	<u>2.82</u>
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	TOTAL CREDITS		\$	<u>9,043.39</u>
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Prior Year Taxes	@	<u>6/30/12</u>	\$	<u>13,724.94</u>
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	TOTAL		\$	<u>22,768.33</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

BOONE FIRE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>34,806.84</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>17,433.14</u>
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B.	<u>2000</u> taxes written off		\$	<u>0.00</u>
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C.	Adjustments		\$	<u>7.64</u>
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	TOTAL CREDITS		\$	<u>17,440.78</u>
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	Prior Year Taxes @ <u>6/30/12</u>		\$	<u>17,366.06</u>
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	TOTAL		\$	<u>34,806.84</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

BEAVER DAM FIRE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>8,795.75</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>3,058.86</u>
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B.	<u>2000</u> taxes written off		\$	<u>0.00</u>
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C.	Adjustments		\$	<u>0.00</u>
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	TOTAL CREDITS		\$	<u>3,058.86</u>
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	Prior Year Taxes @ <u>6/30/12</u>		\$	<u>5,736.89</u>
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	TOTAL		\$	<u>8,795.75</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

STEWART SIMMONS FIRE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>13,291.47</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>7,465.03</u>
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B.	<u>2000</u> taxes written off		\$	<u>N/A</u>
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C.	Adjustments		\$	<u>0.00</u>
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	TOTAL CREDITS		\$	<u>7,465.03</u>
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	Prior Year Taxes	@ <u>6/30/12</u>	\$	<u>5,826.44</u>
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	TOTAL		\$	<u>13,291.47</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

ZIONVILLE FIRE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$ <u>11,613.75</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$ <u>5,064.52</u>
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B.	<u>2000</u> taxes written off		\$ <u>N/A</u>
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C.	Adjustments		\$ <u>0.00</u>
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	TOTAL CREDITS		\$ <u>5,064.52</u>
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Prior Year Taxes	@ <u>6/30/12</u>		\$ <u>6,549.23</u>
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	TOTAL		\$ <u>11,613.75</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

COVE CREEK FIRE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>20,190.15</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>9,668.21</u>
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B.	<u>2000</u> taxes written off		\$	<u>N/A</u>
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C.	Adjustments		\$	<u>0.00</u>
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	TOTAL CREDITS		\$	<u>9,668.21</u>
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Prior Year Taxes	@	<u>6/30/12</u>	\$	<u>10,521.94</u>
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	TOTAL		\$	<u>20,190.15</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

SHAWNEEHAW FIRE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$ <u>5,800.13</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$ <u>2,959.31</u>
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B.	<u>2000</u> taxes written off		\$ <u>N/A</u>
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C.	Adjustments		\$ <u>0.00</u>
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	TOTAL CREDITS		\$ <u>2,959.31</u>
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Prior Year Taxes	@ <u>6/30/12</u>		\$ <u>2,840.82</u>
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	TOTAL		\$ <u>5,800.13</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

MEAT CAMP FIRE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>10,146.43</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>2,569.22</u>
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B.	<u>2000</u> taxes written off		\$	<u>N/A</u>
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C.	Adjustments		\$	<u>0.00</u>
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	TOTAL CREDITS		\$	<u>2,569.22</u>
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Prior Year Taxes	@	<u>6/30/12</u>	\$	<u>7,577.21</u>
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	TOTAL		\$	<u>10,146.43</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

DEEP GAP FIRE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>16,861.91</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>6,429.97</u>
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B.	<u>2000</u> taxes written off		\$	<u>N/A</u>
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C.	Adjustments		\$	<u>0.00</u>
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	TOTAL CREDITS		\$	<u>6,429.97</u>
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Prior Year Taxes	@	<u>6/30/12</u>	\$	<u>10,431.94</u>
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	TOTAL		\$	<u>16,861.91</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

TODD FIRE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Prior Years Taxes	<u>2001-2010</u>	\$ <u>2,611.37</u>
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TAX COLLECTOR'S CREDIT

A. Collections and Releases		\$ <u>1,041.22</u>
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B. <u>2000</u> taxes written off		\$ <u>N/A</u>
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C. Adjustments		\$ <u>0.00</u>
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TOTAL CREDITS		\$ <u>1,041.22</u>
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Prior Year Taxes @ <u>6/30/12</u>		\$ <u>1,570.15</u>
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TOTAL		\$ <u>2,611.37</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

BLOWING ROCK FIRE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>17,826.09</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>5,898.58</u>
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B.	<u>2000</u> taxes written off		\$	<u>N/A</u>
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C.	Adjustments		\$	<u>0.00</u>
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	TOTAL CREDITS		\$	<u>5,898.58</u>
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Prior Year Taxes	@	<u>6/30/12</u>	\$	<u>11,927.51</u>
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	TOTAL		\$	<u>17,826.09</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

MEAT CAMP-CRESTON FIRE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>1,525.91</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>178.55</u>
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B.	<u>2000</u> taxes written off		\$	<u>N/A</u>
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C.	Adjustments		\$	<u>0.00</u>
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	TOTAL CREDITS		\$	<u>178.55</u>
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	Prior Year Taxes @ <u>6/30/12</u>		\$	<u>1,347.36</u>
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	TOTAL		\$	<u>1,525.91</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

MUNICIPAL SERVICE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$ <u>7,003.30</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$ <u>1,833.90</u>
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B.	<u>2000</u> taxes written off		\$ <u>N/A</u>
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C.	Adjustments		\$ <u>0.00</u>
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	TOTAL CREDITS		\$ <u>1,833.90</u>
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Prior Year Taxes	@ <u>6/30/12</u>		\$ <u>5,169.40</u>
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	TOTAL		\$ <u>7,003.30</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

GREEN BOX FEES

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$ <u>58,174.47</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$ <u>11,207.02</u>
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B.	<u>2000</u> taxes written off		\$ <u>N/A</u>
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C.	Adjustments		\$ <u>0.15</u>
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	TOTAL CREDITS		\$ <u>11,207.17</u>
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	Prior Year Taxes @ <u>6/30/12</u>		\$ <u>46,967.30</u>
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	TOTAL		\$ <u>58,174.47</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

LANDFILL FEES

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>163,333.70</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>34,418.63</u>
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B.	<u>2000</u> taxes written off		\$	<u>N/A</u>
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C.	Adjustments		\$	<u>0.37</u>
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		<u>TOTAL CREDITS</u>	\$	<u>34,419.00</u>
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	Prior Year Taxes @ <u>6/30/12</u>		\$	<u>128,914.70</u>
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	<u>TOTAL</u>		\$	<u>163,333.70</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

FOSCOE SERVICE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$ <u>3,651.78</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$ <u>2,187.28</u>
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B.	<u>2000</u> taxes written off		\$ <u>N/A</u>
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C.	Adjustments		\$ <u>0.00</u>
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	TOTAL CREDITS		\$ <u>2,187.28</u>
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	Prior Year Taxes @ <u>6/30/12</u>		\$ <u>1,464.50</u>
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	TOTAL		\$ <u>3,651.78</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

BEECH MTN SERVICE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>7.13</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>0.88</u>
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B.	<u>2000</u> taxes written off		\$	<u>N/A</u>
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C.	Adjustments		\$	<u>0.00</u>
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	TOTAL CREDITS		\$	<u>0.88</u>
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	Prior Year Taxes @ <u>6/30/12</u>		\$	<u>6.25</u>
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	TOTAL		\$	<u>7.13</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

COVE CREEK SERVICE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>0.00</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>0.00</u>
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B.	<u>2000</u> taxes written off		\$	<u>N/A</u>
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C.	Adjustments		\$	<u>0.00</u>
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	TOTAL CREDITS		\$	<u>0.00</u>
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	Prior Year Taxes @ <u>6/30/12</u>		\$	<u>0.00</u>
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	TOTAL		\$	<u>0.00</u>
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ANNUAL SETTLEMENT OF TAX COLLECTOR

SHAWNEEHAW SERVICE DISTRICT

Prior year FY 2011-2012 in accordance with G. S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Prior Years Taxes	<u>2001-2010</u>	\$	<u>214.81</u>
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TAX COLLECTOR'S CREDIT

A.	Collections and Releases		\$	<u>88.12</u>
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B.	<u>2000</u> taxes written off		\$	<u>N/A</u>
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C.	Adjustments		\$	<u>0.00</u>
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	TOTAL CREDITS		\$	<u>88.12</u>
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	Prior Year Taxes @ <u>6/30/12</u>		\$	<u>126.69</u>
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	TOTAL		\$	<u>214.81</u>
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Annual Settlement of Tax Collector BOONE MV FEE
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u>2,615.99</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u>217.23</u>
C. All other sums charged and debits.		\$ <u>0.00</u>
TOTAL CHARGE		\$ <u><u>2,833.22</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or received for by a proper official of the unit.		\$ <u>1,921.58</u>
B. Interest.		\$ <u>217.23</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u>N/A</u>
D. Releases duly allowed by the governing body.		\$ <u>55.00</u>
E. Discounts allowed by law.		\$ <u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u>N/A</u>
TOTAL CREDIT		\$ <u><u>2,193.81</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u>639.41</u>
TOTAL		\$ <u><u>2,833.22</u></u>

Annual Settlement of Tax Collector WATAUGA COUNTY
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.	\$	<u>27,869,197.76</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.	\$	<u>79,327.01</u>
C. All other sums charged and debits.	\$	<u>0.00</u>
TOTAL CHARGE	\$	<u><u>27,948,524.77</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or receipted for by a proper official of the unit.	\$	<u>27,101,770.92</u>
B. Interest.	\$	<u>79,327.01</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).	\$	<u>N/A</u>
D. Releases duly allowed by the governing body.	\$	<u>152,612.41</u>
E. Discounts allowed by law.	\$	<u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.	\$	<u>N/A</u>
TOTAL CREDIT	\$	<u><u>27,333,710.34</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).	\$	<u>614,814.43</u>
TOTAL	\$	<u><u>27,948,524.77</u></u>

Annual Settlement of Tax Collector TOWN OF BOONE
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u>5,149,054.81</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u>15,567.03</u>
C. All other sums charged and debits.		\$ <u>0.00</u>
TOTAL CHARGE		\$ <u><u>5,164,621.84</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or receipted for by a proper official of the unit.		\$ <u>5,033,651.02</u>
B. Interest.		\$ <u>15,567.03</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u>N/A</u>
D. Releases duly allowed by the governing body.		\$ <u>22,694.74</u>
E. Discounts allowed by law.		\$ <u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u>N/A</u>
TOTAL CREDIT		\$ <u><u>5,071,912.79</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u>92,709.05</u>
TOTAL		\$ <u><u>5,164,621.84</u></u>

Annual Settlement of Tax Collector TOWN OF BLOWING ROCK
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u>48,150.29</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u>430.54</u>
C. All other sums charged and debits.		\$ <u>0.00</u>
TOTAL CHARGE		\$ <u><u>48,580.83</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or receipted for by a proper official of the unit.		\$ <u>44,500.04</u>
B. Interest.		\$ <u>430.54</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u>N/A</u>
D. Releases duly allowed by the governing body.		\$ <u>1,430.53</u>
E. Discounts allowed by law.		\$ <u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u>N/A</u>
TOTAL CREDIT		\$ <u><u>46,361.11</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u>2,219.72</u>
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TOTAL		\$ <u><u>48,580.83</u></u>
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Annual Settlement of Tax Collector TOWN OF SEVEN DEVILS
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u>14,502.87</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u>109.38</u>
C. All other sums charged and debits.		\$ <u>0.00</u>
TOTAL CHARGE		\$ <u><u>14,612.25</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or received for by a proper official of the unit.		\$ <u>12,384.44</u>
B. Interest.		\$ <u>109.38</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u>N/A</u>
D. Releases duly allowed by the governing body.		\$ <u>1,047.86</u>
E. Discounts allowed by law.		\$ <u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u>N/A</u>
TOTAL CREDIT		\$ <u><u>13,541.68</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u>1,070.57</u>
TOTAL		\$ <u><u>14,612.25</u></u>

Annual Settlement of Tax Collector TOWN OF BEECH MOUNTAIN
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u>45,002.29</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u>412.06</u>
C. All other sums charged and debits.		\$ <u>0.00</u>
TOTAL CHARGE		\$ <u><u>45,414.35</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or received for by a proper official of the unit.		\$ <u>38,317.39</u>
B. Interest.		\$ <u>412.06</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u>N/A</u>
D. Releases duly allowed by the governing body.		\$ <u>2,782.71</u>
E. Discounts allowed by law.		\$ <u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u>N/A</u>
TOTAL CREDIT		\$ <u><u>41,512.16</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u>3,902.19</u>
TOTAL		\$ <u><u>45,414.35</u></u>

Annual Settlement of Tax Collector FOSCOE FIRE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u>469,173.22</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u>1,124.90</u>
C. All other sums charged and debits.		\$ <u>0.00</u>
TOTAL CHARGE		\$ <u><u>470,298.12</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or received for by a proper official of the unit.		\$ <u>453,641.90</u>
B. Interest.		\$ <u>1,124.90</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u>N/A</u>
D. Releases duly allowed by the governing body.		\$ <u>7,293.00</u>
E. Discounts allowed by law.		\$ <u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u>N/A</u>
TOTAL CREDIT		\$ <u><u>462,059.80</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u>8,238.32</u>
TOTAL		\$ <u><u>470,298.12</u></u>

Annual Settlement of Tax Collector BOONE FIRE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.	\$	614,942.32
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.	\$	2,060.76
C. All other sums charged and debits.	\$	0.00
TOTAL CHARGE	\$	617,003.08

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or receipted for by a proper official of the unit.	\$	601,468.25
B. Interest.	\$	2,060.76
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).	\$	N/A
D. Releases duly allowed by the governing body.	\$	1,527.91
E. Discounts allowed by law.	\$	N/A
F. Commission (if any) lawfully payable to the Tax Collector as compensation.	\$	N/A
TOTAL CREDIT	\$	605,056.92

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).	\$	11,946.16
TOTAL	\$	617,003.08

Annual Settlement of Tax Collector BEAVER DAM FIRE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u>113,196.09</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u>594.62</u>
C. All other sums charged and debits.		\$ <u>0.00</u>
TOTAL CHARGE		\$ <u><u>113,790.71</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or receipted for by a proper official of the unit.		\$ <u>109,447.34</u>
B. Interest.		\$ <u>594.62</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u>N/A</u>
D. Releases duly allowed by the governing body.		\$ <u>724.50</u>
E. Discounts allowed by law.		\$ <u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u>N/A</u>
TOTAL CREDIT		\$ <u><u>110,766.46</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u>3,024.25</u>
TOTAL		\$ <u><u>113,790.71</u></u>

Annual Settlement of Tax Collector STEWART SIMMONS FIRE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.	\$	<u>154,033.09</u>
B.	All penalties, interest, and costs collected by him in connection with taxes for the current year.	\$	<u>331.87</u>
C.	All other sums charged and debits.	\$	<u>0.00</u>
	TOTAL CHARGE	\$	<u><u>154,364.96</u></u>

TAX COLLECTOR'S CREDIT

A.	All sums representing taxes for the year deposited by him to the credit of the taxing unit or receipted for by a proper official of the unit.	\$	<u>145,638.60</u>
B.	Interest.	\$	<u>331.87</u>
C.	The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).	\$	<u>N/A</u>
D.	Releases duly allowed by the governing body.	\$	<u>803.18</u>
E.	Discounts allowed by law.	\$	<u>N/A</u>
F.	Commission (if any) lawfully payable to the Tax Collector as compensation.	\$	<u>N/A</u>
	TOTAL CREDIT	\$	<u><u>146,773.65</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).	\$	<u>7,591.31</u>
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TOTAL	\$	<u><u>154,364.96</u></u>
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Annual Settlement of Tax Collector ZIONVILLE FIRE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u>111,842.44</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u>444.50</u>
C. All other sums charged and debits.		\$ <u>0.00</u>
TOTAL CHARGE		\$ <u><u>112,286.94</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or received for by a proper official of the unit.		\$ <u>108,060.21</u>
B. Interest.		\$ <u>444.50</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u>N/A</u>
D. Releases duly allowed by the governing body.		\$ <u>808.85</u>
E. Discounts allowed by law.		\$ <u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u>N/A</u>
TOTAL CREDIT		\$ <u><u>109,313.56</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u>2,973.38</u>
TOTAL		\$ <u><u>112,286.94</u></u>

Annual Settlement of Tax Collector COVE CREEK FIRE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.	\$ <u>229,578.80</u>
B.	All penalties, interest, and costs collected by him in connection with taxes for the current year.	\$ <u>921.60</u>
C.	All other sums charged and debits.	\$ <u>0.00</u>
	TOTAL CHARGE	\$ <u><u>230,500.40</u></u>

TAX COLLECTOR'S CREDIT

A.	All sums representing taxes for the year deposited by him to the credit of the taxing unit or received for by a proper official of the unit.	\$ <u>221,805.40</u>
B.	Interest.	\$ <u>921.60</u>
C.	The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).	\$ <u>N/A</u>
D.	Releases duly allowed by the governing body.	\$ <u>1,227.03</u>
E.	Discounts allowed by law.	\$ <u>N/A</u>
F.	Commission (if any) lawfully payable to the Tax Collector as compensation.	\$ <u>N/A</u>
	TOTAL CREDIT	\$ <u><u>223,954.03</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).	\$ <u>6,546.37</u>
TOTAL	\$ <u><u>230,500.40</u></u>

Annual Settlement of Tax Collector SHAWNEEHAW FIRE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.	\$ <u>94,136.78</u>
B.	All penalties, interest, and costs collected by him in connection with taxes for the current year.	\$ <u>299.52</u>
C.	All other sums charged and debits.	\$ <u>0.00</u>
	TOTAL CHARGE	\$ <u><u>94,436.30</u></u>

TAX COLLECTOR'S CREDIT

A.	All sums representing taxes for the year deposited by him to the credit of the taxing unit or receipted for by a proper official of the unit.	\$ <u>91,177.27</u>
B.	Interest.	\$ <u>299.52</u>
C.	The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).	\$ <u>N/A</u>
D.	Releases duly allowed by the governing body.	\$ <u>649.04</u>
E.	Discounts allowed by law.	\$ <u>N/A</u>
F.	Commission (if any) lawfully payable to the Tax Collector as compensation.	\$ <u>N/A</u>
	TOTAL CREDIT	\$ <u><u>92,125.83</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).	\$ <u>2,310.47</u>
TOTAL	\$ <u><u>94,436.30</u></u>

Annual Settlement of Tax Collector MEAT CAMP FIRE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u>124,806.10</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u>503.28</u>
C. All other sums charged and debits.		\$ <u>0.00</u>
TOTAL CHARGE		\$ <u><u>125,309.38</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or receipted for by a proper official of the unit.		\$ <u>120,012.99</u>
B. Interest.		\$ <u>503.28</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u>N/A</u>
D. Releases duly allowed by the governing body.		\$ <u>389.20</u>
E. Discounts allowed by law.		\$ <u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u>N/A</u>
TOTAL CREDIT		\$ <u><u>120,905.47</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u>4,403.91</u>
TOTAL		\$ <u><u>125,309.38</u></u>

Annual Settlement of Tax Collector DEEP GAP FIRE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u>188,347.10</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u>540.47</u>
C. All other sums charged and debits.		\$ <u>0.00</u>
TOTAL CHARGE		\$ <u><u>188,887.57</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or receipted for by a proper official of the unit.		\$ <u>175,346.60</u>
B. Interest.		\$ <u>540.47</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u>N/A</u>
D. Releases duly allowed by the governing body.		\$ <u>6,660.03</u>
E. Discounts allowed by law.		\$ <u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u>N/A</u>
TOTAL CREDIT		\$ <u><u>182,547.10</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u>6,340.47</u>
TOTAL		\$ <u><u>188,887.57</u></u>

Annual Settlement of Tax Collector TODD FIRE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u>46,125.47</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u>275.33</u>
C. All other sums charged and debits.		\$ <u>16,988.53</u>
TOTAL CHARGE		\$ <u><u>63,389.33</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or received for by a proper official of the unit.		\$ <u>61,308.61</u>
B. Interest.		\$ <u>275.33</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u>N/A</u>
D. Releases duly allowed by the governing body.		\$ <u>571.73</u>
E. Discounts allowed by law.		\$ <u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u>N/A</u>
TOTAL CREDIT		\$ <u><u>62,155.67</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u>1,233.66</u>
TOTAL		\$ <u><u>63,389.33</u></u>

Annual Settlement of Tax Collector BLOWING ROCK FIRE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.	\$ <u>465,001.96</u>
B.	All penalties, interest, and costs collected by him in connection with taxes for the current year.	\$ <u>956.13</u>
C.	All other sums charged and debits.	\$ <u>0.00</u>
	TOTAL CHARGE	\$ <u><u>465,958.09</u></u>

TAX COLLECTOR'S CREDIT

A.	All sums representing taxes for the year deposited by him to the credit of the taxing unit or receipted for by a proper official of the unit.	\$ <u>452,383.80</u>
B.	Interest.	\$ <u>956.13</u>
C.	The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).	\$ <u>N/A</u>
D.	Releases duly allowed by the governing body.	\$ <u>549.01</u>
E.	Discounts allowed by law.	\$ <u>N/A</u>
F.	Commission (if any) lawfully payable to the Tax Collector as compensation.	\$ <u>N/A</u>
	TOTAL CREDIT	\$ <u><u>453,888.94</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).	\$ <u>12,069.15</u>
TOTAL	\$ <u><u>465,958.09</u></u>

Annual Settlement of Tax Collector MEAT CAMP-CRESTON FIRE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.	\$ <u>3,459.46</u>
B.	All penalties, interest, and costs collected by him in connection with taxes for the current year.	\$ <u>20.53</u>
C.	All other sums charged and debits.	\$ <u>0.00</u>
	TOTAL CHARGE	\$ <u><u>3,479.99</u></u>

TAX COLLECTOR'S CREDIT

A.	All sums representing taxes for the year deposited by him to the credit of the taxing unit or receipted for by a proper official of the unit.	\$ <u>2,880.28</u>
B.	Interest.	\$ <u>20.53</u>
C.	The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).	\$ <u>N/A</u>
D.	Releases duly allowed by the governing body.	\$ <u>71.19</u>
E.	Discounts allowed by law.	\$ <u>N/A</u>
F.	Commission (if any) lawfully payable to the Tax Collector as compensation.	\$ <u>N/A</u>
	TOTAL CREDIT	\$ <u><u>2,972.00</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).	\$ <u>507.99</u>
TOTAL	\$ <u><u>3,479.99</u></u>

Annual Settlement of Tax Collector MUNICIPAL SERVICE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.	\$	<u>120,873.99</u>
B.	All penalties, interest, and costs collected by him in connection with taxes for the current year.	\$	<u>163.77</u>
C.	All other sums charged and debits.	\$	<u>0.00</u>
	TOTAL CHARGE	\$	<u><u>121,037.76</u></u>

TAX COLLECTOR'S CREDIT

A.	All sums representing taxes for the year deposited by him to the credit of the taxing unit or receipted for by a proper official of the unit.	\$	<u>119,632.77</u>
B.	Interest.	\$	<u>163.77</u>
C.	The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).	\$	<u>N/A</u>
D.	Releases duly allowed by the governing body.	\$	<u>228.00</u>
E.	Discounts allowed by law.	\$	<u>N/A</u>
F.	Commission (if any) lawfully payable to the Tax Collector as compensation.	\$	<u>N/A</u>
	TOTAL CREDIT	\$	<u><u>120,024.54</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).	\$	<u>1,013.22</u>
TOTAL	\$	<u><u>121,037.76</u></u>

Annual Settlement of Tax Collector GREEN BOX FEES
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u> 517,024.78</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u> 1,512.82</u>
C. All other sums charged and debits.		\$ <u> 0.00</u>
TOTAL CHARGE		\$ <u><u> 518,537.60</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or receipted for by a proper official of the unit.		\$ <u> 496,440.52</u>
B. Interest.		\$ <u> 1,512.82</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u> N/A</u>
D. Releases duly allowed by the governing body.		\$ <u> 1,576.60</u>
E. Discounts allowed by law.		\$ <u> N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u> N/A</u>
TOTAL CREDIT		\$ <u><u> 499,529.94</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u> 19,007.66</u>
TOTAL		\$ <u><u> 518,537.60</u></u>

Annual Settlement of Tax Collector LANDFILL FEES
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u>1,885,389.11</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u>4,677.02</u>
C. All other sums charged and debits.		\$ <u>0.00</u>
TOTAL CHARGE		\$ <u><u>1,890,066.13</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or received for by a proper official of the unit.		\$ <u>1,826,344.89</u>
B. Interest.		\$ <u>4,677.02</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u>N/A</u>
D. Releases duly allowed by the governing body.		\$ <u>4,339.99</u>
E. Discounts allowed by law.		\$ <u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u>N/A</u>
TOTAL CREDIT		\$ <u><u>1,835,361.90</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u>54,704.23</u>
TOTAL		\$ <u><u>1,890,066.13</u></u>

Annual Settlement of Tax Collector FOSCOE SERVICE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u>70,045.73</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u>164.76</u>
C. All other sums charged and debits.		\$ <u>0.00</u>
TOTAL CHARGE		\$ <u><u>70,210.49</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or received for by a proper official of the unit.		\$ <u>68,833.62</u>
B. Interest.		\$ <u>164.76</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u>N/A</u>
D. Releases duly allowed by the governing body.		\$ <u>150.92</u>
E. Discounts allowed by law.		\$ <u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u>N/A</u>
TOTAL CREDIT		\$ <u><u>69,149.30</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u>1,061.19</u>
TOTAL		\$ <u><u>70,210.49</u></u>

Annual Settlement of Tax Collector BEECH MOUNTAIN SERVICE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.	\$ <u>2,098.65</u>
B.	All penalties, interest, and costs collected by him in connection with taxes for the current year.	\$ <u>0.17</u>
C.	All other sums charged and debits.	\$ <u>0.00</u>
	TOTAL CHARGE	\$ <u><u>2,098.82</u></u>

TAX COLLECTOR'S CREDIT

A.	All sums representing taxes for the year deposited by him to the credit of the taxing unit or received for by a proper official of the unit.	\$ <u>2,096.90</u>
B.	Interest.	\$ <u>0.17</u>
C.	The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).	\$ <u>N/A</u>
D.	Releases duly allowed by the governing body.	\$ <u>0.00</u>
E.	Discounts allowed by law.	\$ <u>N/A</u>
F.	Commission (if any) lawfully payable to the Tax Collector as compensation.	\$ <u>N/A</u>
	TOTAL CREDIT	\$ <u><u>2,097.07</u></u>

	RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).	\$ <u>1.75</u>
	TOTAL	\$ <u><u>2,098.82</u></u>

Annual Settlement of Tax Collector COVE CREEK SERVICE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A. Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.		\$ <u>301.10</u>
B. All penalties, interest, and costs collected by him in connection with taxes for the current year.		\$ <u>0.00</u>
C. All other sums charged and debits.		\$ <u>0.00</u>
TOTAL CHARGE		\$ <u><u>301.10</u></u>

TAX COLLECTOR'S CREDIT

A. All sums representing taxes for the year deposited by him to the credit of the taxing unit or received for by a proper official of the unit.		\$ <u>301.10</u>
B. Interest.		\$ <u>0.00</u>
C. The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).		\$ <u>N/A</u>
D. Releases duly allowed by the governing body.		\$ <u>0.00</u>
E. Discounts allowed by law.		\$ <u>N/A</u>
F. Commission (if any) lawfully payable to the Tax Collector as compensation.		\$ <u>N/A</u>
TOTAL CREDIT		\$ <u><u>301.10</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).		\$ <u>0.00</u>
TOTAL		\$ <u><u>301.10</u></u>

Annual Settlement of Tax Collector SHAWNEEHAW SERVICE DISTRICT
 FY 2011 in accordance with G.S. 105-373 (a) (3)

TAX COLLECTOR'S CHARGE

A.	Total amount of all taxes in his hands for collection for the year, including amounts originally charged to him and all amounts subsequently charged on account of discoveries.	\$ <u>5,322.25</u>
B.	All penalties, interest, and costs collected by him in connection with taxes for the current year.	\$ <u>31.86</u>
C.	All other sums charged and debits.	\$ <u>0.00</u>
	TOTAL CHARGE	\$ <u><u>5,354.11</u></u>

TAX COLLECTOR'S CREDIT

A.	All sums representing taxes for the year deposited by him to the credit of the taxing unit or received for by a proper official of the unit.	\$ <u>5,184.61</u>
B.	Interest.	\$ <u>31.86</u>
C.	The principal amount of taxes included in the insolvent list determined in accordance with G.S. 105-373 (a) (2).	\$ <u>N/A</u>
D.	Releases duly allowed by the governing body.	\$ <u>0.00</u>
E.	Discounts allowed by law.	\$ <u>N/A</u>
F.	Commission (if any) lawfully payable to the Tax Collector as compensation.	\$ <u>N/A</u>
	TOTAL CREDIT	\$ <u><u>5,216.47</u></u>

RECHARGE OF UNCOLLECTED CURRENT YEAR TAXES IN ACCORDANCE WITH G.S. 105-373 (a) (4).	\$ <u>137.64</u>
TOTAL	\$ <u><u>5,354.11</u></u>

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AGENDA ITEM 6:

TAX MATTERS

D. Oath to Collect Taxes

MANAGER’S COMMENTS:

Each year the Board of County Commissioners is required to authorize the Tax Administrator of Watauga County to collect taxes for the upcoming year. Board action is requested to authorize the Tax Administrator to begin the process of collection.

STATE OF NORTH CAROLINA
COUNTY OF WATAUGA
TO THE TAX ADMINISTRATOR OF THE COUNTY OF WATAUGA

YOU ARE HEREBY AUTHORIZED, EMPOWERED, AND COMMANDED TO COLLECT THE TAXES SET FORTH IN THE TAX RECORDS FILED IN THE OFFICE OF THE WATAUGA COUNTY TAX ADMINISTRATOR AND IN THE TAX BILLS HEREWITH DELIVERED TO YOU, IN THE AMOUNTS AND FROM THE TAXPAYERS LIKewise THEREIN SET FORTH. SUCH TAXES ARE HEREBY DECLARED TO BE A FIRST LIEN UPON ALL REAL PROPERTY OF THE RESPECTIVE TAXPAYERS IN THE COUNTY OF WATAUGA, AND THIS ORDER SHALL BE A FULL AND SUFFICIENT AUTHORITY TO DIRECT, REQUIRE , AND ENABLE YOU TO LEVY ON AND SELL ANY REAL OR PERSONAL PROPERTY OF SUCH TAXPAYERS, FOR AND ON ACCOUNT THEREOF, IN ACCORDANCE WITH LAW.

WITNESS MY HAND AND SEAL THIS _____ DAY OF _____ 2012

(SEAL)
CHAIRMAN, BOARD OF COMMISSIONERS
OF WATAUGA COUNTY

ATTEST:

CLERK OF BOARD OF COMMISSIONERS
COUNTY OF WATAUGA

AGENDA ITEM 7:**MISCELLANEOUS ADMINISTRATIVE MATTERS*****A. Clarification of EMS Advisory Committee Appointments*****MANAGER'S COMMENTS:**

As part of the Watauga County Ambulance Franchise Ordinance the EMS Advisory Committee was created. The purpose of the Committee is to advise the County on matters related to the enforcement of the Ordinance and recommend standards of care, policies, procedures, and actions that will improve and enhance the quality of service.

The Committee is comprised of representatives of various agencies involved in assisting and providing medical services to the community. Upon initial adoption of the committee, names of the representatives were also approved by the Board. The EMS Advisory Committee is requesting clarification that the membership be identified by each agency or its designee and not by specific member names. This would allow the Committee to be consistent with the newly adopted Emergency Services Committee and also provide flexibility should the designated member not be able to attend. The Committee itself would select the 1-2 At-Large Appointee(s) and the 1 First Responder from geographic area not covered by the listed representatives.

Staff requests the Board clarify that the appointment to the EMS Advisory Committee as based on the agency or its designee as provided in the attached list.

STATE OF NORTH CAROLINA

COUNTY OF WATAUGA

AMENDMENT TO THE AMBULANCE FRANCHISE ORDINANCE

Section XV. EMS Advisory Committee

15.1 The Watauga County Board of Commissioners hereby creates the Watauga County EMS Advisory Committee. This committee shall advise the County on matters related to enforcement of this Ordinance and shall develop and recommend to the County such standards of care, policies, procedures and actions which will maintain and improve the quality of ambulance service for the residents of Watauga County.

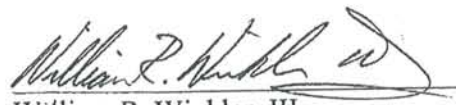
15.2 Membership on the Committee will consist of the following:

- Representative of Appalachian Regional Healthcare System *Patty Jenkins (9.15.09)*
- Representative of Boone Fire and Rescue Department *Reggie Hassler (9.15.09)*
- Representative of Blowing Rock Rescue Squad *David Paine (2.17.09)*
- Representative of Watauga Rescue Squad *Randy Collins (1.18.00 + 3.1.04)*
- Representative of Franchisee *Craig Sullivan (3.1.04)*
- Medical Director *Dr. Tara Connelly (2.4.08)*
- County Manager *Deron Geouque*
- County Commissioner *Vince Gable (12.6.10)*
- Fire Commission Chairman or Designee *Terry Combs (1.18.00 + 3.1.04)*
- Representative of Emergency Communications *Melissa Harmon (8.22.05)*
- 1-2 At-Large Appointee(s), from geographic areas not covered by the above representatives *Floyd Hicks (3.1.04) Debbie Harmon (3.1.04)*
- 1 First Responder, from geographic areas not covered by the above representatives *Chris Hawthorne (9.7.2004)*

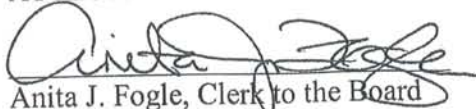
ADOPTED on first reading on this the 18th day of August, 2009.

ADOPTED on second reading on this the 15th day of September, 2009.

This Ordinance shall take effect on the 15th day of September, 2009.


William R. Winkler, III
Vice-Chairman

ATTEST:


Anita J. Fogle, Clerk to the Board

AGENDA ITEM 7:

MISCELLANEOUS ADMINISTRATIVE MATTERS

B. Appointment of Voting Delegate at the North Carolina Association of County Commissioners (NCACC) Annual Conference

MANAGER'S COMMENTS:

The North Carolina Association of County Commissioners' (NCACC) Annual Conference is scheduled for August 16-18, 2012, in Wake County. Each county in attendance is required to select a voting member for representation at the annual business meeting which is conducted as a part of the conference. Submission of the voting delegate is due August 10, 2012.

Board direction is requested.



Designation of Voting Delegates to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 105th Annual Conference of the North Carolina Association of County Commissioners to be held in Wake County, N.C., on August 16-19, 2012.

Signed: _____

Title: _____

Article VI, Section 2 of our Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Sheila Sammons by: **Friday, August 10, 2012:**

NCACC
215 N. Dawson St.
Raleigh, NC 27603
Fax: (919) 733-1065
sheila.sammons@ncacc.org

AGENDA ITEM 7:**MISCELLANEOUS ADMINISTRATIVE MATTERS*****C. Boards and Commissions*****MANAGER'S COMMENTS:**

Per the bylaws of the Region D Development Corporation, each county is required to annually appoint four persons to serve as members of the Development Corporation Board. Representative categories are local government (1), private lending institution (1), and community organization or a business organization (2).

At your last meeting, Mr. John Spear was appointed, as the Watauga County Local Government Representative, to the Region D Development Corporation Board.

Consideration of the remaining three appointments was tabled to allow time to verify eligibility of representation.

Mr. Brian Crutchfield has served as the Community Organization Representative and remains eligible through his service as a member of the Watauga County Community Foundation and the Rotary Club.

Mr. Jim Furman has served as the Business Organization Representative and remains eligible as a local business owner. Mr. Furman has expressed interest in continuing to serve if so appointed.

Mr. Brian Riggins has served as the Private Lending Institution Representative and remains eligible as a resident of Watauga County who works for a lending institution, First Citizens Bank. Mr. Riggins works at the Bank in Wilkes County; however, he has expressed interest in continuing to represent Watauga County on the Development Corporation Board if so appointed.

Second readings have been held for the three terms listed above; therefore, appointments may be made or additional nominations may be considered.

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REGION D DEVELOPMENT CORPORATION, INC.

SERVING ALLEGHANY, ASHE, AVERY, MITCHELL, WATAUGA, WILKES & YANCEY COUNTIES
AN SBA CERTIFIED DEVELOPMENT CORPORATION

MEMORANDUM



TO: County Managers in High Country Region

FROM: Phillip Trew, AICP 
Director, Planning and Development

SUBJECT: Region D Development Corporation Membership Appointments

DATE: May 15, 2012

According to the By-Laws of the Region D Development Corporation, Boards of County Commissioners are requested each year to appoint **four** persons to serve as members of the Development Corporation. Of the four members appointed, **one** shall be a full-time employee of a private lending institution, **one** shall be a person designated as a local government representative, and **two** shall be representatives of business and community organizations. Please find enclosed a copy of the 2011-12 member appointments. You may wish to reappoint these current members or to appoint new members.

The Region D Development Corporation is a Certified Development Company (CDC), and partners with lending institutions and the US Small Business Administration (SBA) to deliver the SBA 504 Loan Program. The Development Corporation contracts with Kendrick and Associates (Bob Kendrick, owner) for assistance in marketing and packaging loans for small businesses throughout the region.

Please schedule these appointments for an upcoming board meeting, and notify me by mail or email of your appointments when they are made. With new appointments, please include their address, employment, email address, and telephone number. Thank you for your assistance.

Please give me a call if you have any questions.

Enclosure

cc: Rick Herndon, Executive Director



Region D Development Corporation, Inc. 2011-12 Board of Directors

COUNTY	NAME	ORGANIZATION
Alleghany	Don Adams	Local Government
Alleghany	Bryan Edwards	Community Organization
Alleghany	Dennis Gambill	Private Lending Institution
Alleghany	Russell Sheets	Business Organization
Ashe	Martin Little	Private Lending Institution
Ashe	Pat Mitchell	Local Government
Ashe	Karen Powell	Business Organization
Ashe	Kay Sexton	Business Organization
Avery	Tommy Burleson	Community Organization
Avery	Daryl Smith	Business Organization
Avery	Tena Trice	Private Lending Institution
Avery	Robert Wiseman	Local Government
Mitchell	Dean Duncan	Private Lending Institution
Mitchell	Doug Harrell	Community Organization
Mitchell	Joe Street	Local Government
Mitchell	Doug Young	Business Organization
Watauga	Fowler Cooper	Local Government
Watauga	Brian Crutchfield	Community Organization
Watauga	Jim Furman	Business Organization
Watauga	Brian Riggins	Private Lending Institution
Wilkes	Dr. Keith Bentley	Business Organization
Wilkes	Gary L. Blevins	Local Government
Wilkes	Fay Byrd	Community Organization
Wilkes	Johann Louchez	Private Lending Institution
Yancey	Nathan Bennett	Local Government
Yancey	Ron Deyton	Private Lending Institution
Yancey	Walter Savage	Community Organization
Yancey	John Young	Business Organization

Officers	
President	Fowler Cooper
Vice President	Gwynita Steele
Secretary/Treasurer	Nathan Bennett
Asst. Sec./Treas.	Phil Trew

AGENDA ITEM 7:

MISCELLANEOUS ADMINISTRATIVE MATTERS

D. Announcements

MANAGER'S COMMENTS:

The North Carolina Association of County Commissioners' (NCACC) 105th Annual Conference is scheduled for August 16-18, 2012, in Wake County. If you plan to attend, please inform Anita so that she may RSVP on your behalf.

The High Country Council of Governments' Annual Banquet is scheduled for Friday, September 7, 2012, at Linville Ridge. If you wish to attend, please notify Anita prior to August 24 so she may assist in the registration.

An Interlocal Governmental Retreat has been scheduled for Thursday, September 13, 2012, at 5:00 P.M. The location of the meeting will be announced at a future meeting.



105th NCACC Annual Conference

August 16-19
Wake County



- Home
- Agenda
- LELA Seminar
- General Sessions
- Workshops
- Ticketed events
- Golf
- Register
- Accommodations
- Contact Info
- Visitor Resources

Our conference theme this year is Counties in Motion. Not only does this theme reflect our personal momentum to get healthy, get moving and get energized, but also it reflects the momentum of county government. Counties are the levels of government that make things happen. Counties are the "do-ers" – not the watchers. Economic challenges and demographic disruptions are real – and there may be unexpected events that affect their momentum – but through all these challenges, with a strategic focus and strong leaders, it is still possible to move our counties forward. Skilled leaders can stimulate thought in a new direction, create innovative approaches that address challenges in a new way, and transform those challenges into opportunities that give a whole new reality to the world around them. True leaders are able to use challenges to their advantage; they see the possibility of a different reality, garner the resources needed, and create the momentum to make it happen.

We hope you enjoy the conference program we have developed for county government leaders this year. Wear your walking shoes. We intend to keep you moving.

N.C.'s state capital is proud to host the 2012 NC Association of County Commissioners Annual Conference. Wake County is where North Carolina comes to do business, but when the business sessions end, you'll find wonderful opportunities to explore. Live music, creative arts and cultural events, award-winning cuisine, superb shopping or adrenaline pumping sports ... you'll find it all within a few minutes of the NCACC conference. We look forward to seeing you here!

The Greater Raleigh Convention and Visitor's Bureau has created a [special website](#) filled with exciting activities and wonderful restaurants to visit during your stay.

By attending the NCACC Annual Conference, county commissioners receive nine credits toward recognition for their commitment to lifelong learning through the LELA (Local Elected Leaders Academy) Recognition Program. Through LELA, the NCACC and School of Government have established for individual county commissioners a three-level recognition program that will help the Association achieve one of its strategic goals, "strengthen county leadership and board development." In addition, Pre-Conference Seminar attendees will receive an additional six credits. For more information, visit www.ncacc.org/lela.html.



105th NCACC Annual Conference

August 16-19
Wake County



Home

Agenda

LELA Seminar

General Sessions

Workshops

Ticketed events

Golf

Register

Accommodations

Contact Info

Visitor Resources

8:00AM - 1:00PM
9:00AM - 3:30PM

10:00AM - 2:00PM

1:00PM - 7:30PM
1:30PM - 5:00PM

2:00PM - 5:30PM
2:00PM - 3:30PM
4:00PM - 5:30PM
6:00PM - 7:30PM

8:00AM - 4:30PM
8:30AM - 10:00AM
8:30AM - 4:30PM
10:00AM - 2:00PM
10:30AM - 12:00PM
10:30AM - 11:45AM
12:00PM - 1:15PM
12:00PM - 1:30PM
12:30PM - 1:15PM
1:30PM - 2:45PM
2:45PM - 3:00PM
3:15PM - 4:30PM
5:30PM - 6:00PM
6:30PM - 9:00PM
8:30PM - 11:00PM

7:15AM - 8:30AM
7:15AM - 8:30AM
8:30AM - 9:30AM
8:30AM - 2:30PM

Thursday August 16, 2012

Exhibit Show Move-In - Convention Center
County Invitational Golf Tournament -
Lonnie Poole Golf Course
Registration required.

LELA Pre-Conference Seminar: You Can Bet on it: Successfully Managing Change -
Pre-registration required

Registration - Convention Center

The Future of Justice in Wake County - Wake County Detention Center and Justice Center
This is a two-part facility tour to the (1) Detention Center and (2) Justice Center sponsored by the NCACC Justice and Public Safety Steering Committee

Exhibit Show Opens - Convention Center

Steering Committee Meetings and Workshops - Convention Center

Steering Committee Meetings and Workshops - Convention Center

Opening Reception - Exhibit Hall
Tickets required for guests.

Friday August 17, 2012

Registration - Convention Center

Opening General Session - Counties in Motion: Adapting to Disruptions - Convention Center

Spouse and Guest lounge open - Convention Center

Exhibit Hall Open - Convention Center

N.C. Association of County Clerks Business Meeting - Convention Center

Workshop Block I - Convention Center

County Managers' Lunch - Convention Center

Lunch in Exhibit Hall - Exhibit Hall

N.C. Association of Black County Officials Business Meeting - Convention Center

Workshop Block II - Convention Center

Break/Board busses for off-site workshops - Convention Center

Workshop Block III - Convention Center

District Caucuses - Convention Center
Even-numbered districts will meet.

Horn O' Plenty - N.C. Museum of Natural Sciences
Separate tickets required.

Youth Summit Sessions - Sheraton

Saturday August 18, 2012

Risk Management Breakfast - Convention Center

Youth Summit Breakfast - Raleigh Convention Center

Second General Session: Dan Heath - Convention Center

Spouse and Guest lounge open - Convention Center

9:45AM - 11:00AM	Workshop Block IV - Convention Center
11:15AM - 12:15PM	Third General Session: N.C. Spin - Convention Center
11:15AM - 1:45PM	Youth Summit Sessions - Convention Center
12:30PM - 2:15PM	NCABCO Awards Luncheon - Convention Center Separate ticket required.
2:30PM - 4:30PM	Business Session - Convention Center
6:00PM - 8:30PM	President's Reception and Banquet - Convention Center Separate ticket required

Sunday August 19, 2012

9:30AM - 10:30AM	Closing Service - The Beginning of Bravery, the Life of Robert Smalls - Raleigh Marriott City Center
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105th NCACC Annual Conference

August 16-19
Wake County



- Home
- Agenda
- LELA Seminar
- General Sessions
- Workshops
- Ticketed events
- Golf
- Register
- Accommodations
- Contact Info
- Visitor Resources

Opening General Session Counties in Motion: Adapting to Disruptions with keynote speaker Thomas Stith Friday, Aug. 17, 8:30 – 10 a.m.

The 2010 Census pointed to six "disruptive" trends that would affect North Carolina's business and consumer climates for the ensuing decade. Studied in detail by Dr. Jim Johnson, and discussed at our 2011 Annual Conference, these disruptive trends include the growth in the South caused by migration, the effect of immigration on the complexion of U.S. society, the growth in inter-racial marriages, the aging of the baby-boomers, and the impact of gender in the workforce. Are these trends beginning to appear in our counties? Are they affecting our business climate? Are there ways to use these disruptions to our advantage?



Thomas Stith, Program Director for Economic Development at the Frank Hawkins Kenan Institute of Private Enterprise at UNC-Chapel Hill, is using research and survey information to delve into these trends more deeply and to assess whether they are influencing counties' ability to move in a positive economic direction. Stith, a graduate of N.C. Central University at both the undergraduate and graduate levels (with honors), has experience in policy-level public positions and Fortune 250 private-sector organizations along with several entrepreneurial ventures. He served on the Durham City Council for three consecutive terms.

Second General Session – Dan Heath Saturday, Aug. 18, 8:30 – 9:30 a.m.



In his best-selling book "Switch," author Dan Heath enumerates the difference between the rational mind and the emotional mind, and how tensions between the two thought processes can affect our ability to implement lasting change. The rational mind wants to change; the emotional mind likes the comfort of the status quo. In delving into the psychology of change, Heath and his co-author and brother Chip, explore how understanding these competing forces can help us effect transformative changes in our businesses, in our communities and in our lives.

The Heaths' previous best-seller, "Made to Stick," tackles the question of why some ideas stick and others languish, and analyzes six principles that help make your messages "stickier." Now working on his third collaboration with his brother, Dan Heath comes to the NCACC's 105th Annual Conference to explore how these and other ideas can affect the public policy world.

Dan Heath is a Senior Fellow at Duke University's Center for the Advancement of Social Entrepreneurship (CASE) and lives in Raleigh. Both "Switch" and "Made to Stick," which spent months on the bestseller lists of The New York Times, the Wall Street Journal, and Business Week, are informative reading in preparation for the discussion at the conference.

Third General Session - NC SPIN Saturday, Aug. 18, 11:15 a.m. – 12:15 p.m.

NC SPIN first aired in September 1998 with a goal of producing a balanced debate about issues affecting North Carolina. The show prides itself in hosting an honest, civil and balanced debate that isn't influenced by any corporate, political or philosophical group dictating what panelists can or cannot appear, what topics can or cannot be discussed, or what "spin" is attached to those topics. After 700 episodes, NC SPIN has earned a reputation for presenting issues that mainstream media doesn't cover, won't cover in depth, or fails to present without biased reporting.



Tom Campbell, the creator, producer and moderator of NC SPIN, will host this special version of the program that will examine some of the hot topics of the day, including issues of interest to

county officials.

Closing Service
Sunday, Aug. 19, 9:30 - 10:30 a.m.
The Beginning of Bravery, The Life of Robert Smalls



On May 13, 1862, a runaway slave commandeered a Confederate gunboat and made a midnight run for freedom. The Union celebrated this daring deed as an act of heroism, the Confederacy condemned it as an act of piracy. As it turned out, it was the beginning of a life of bravery, the Life of Robert Smalls, Civil War Hero.

Storyteller Tim Lowry will bring Smalls' story of redemption and forgiveness to life during the Closing Session. Audiences of all ages enjoy Lowry's whimsical character voices and animated style. Using a combination of humor, masks, colorful costumes, comic voices, noisemakers, klezmer music and plenty of audience participation, Lowry preserves the ancient tradition of passing down and sharing our stories with others.

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105th NCACC Annual Conference

August 16-19
Wake County



Home

Thursday, Aug. 16

Agenda

LELA Seminar

General Sessions

Workshops

Ticketed events

Golf

Register

Accommodations

Contact Info

Visitor Resources

Justice and Public Safety Steering Committee

The Future of Justice in Wake County

1:30 – 5 p.m.

Growth projections push Wake County's population toward the 1.5 million mark by 2030, adding demand to the court system and other public services. This two-part host county facility tour – available as a stand-alone tour to either facility or as a full tour – will highlight the recently expanded Hammond Road Detention Center and the soon-to-open Justice Center. Part I features the Detention Center, where efficiency is a key component – not only in that it will be LEED certified, but it improves efficiency of inmate processing, holding and transport; quickly returns law enforcement officers to the street; and maximizes potential of the site for future expansions. Part II highlights the Justice Center (located two blocks from the Convention Center and Marriott), a building that includes meeting space for the Board of Commissioners and accommodates the county's criminal justice needs for the next 30 to 50 years.

Agriculture and Environment Steering Committees

Water and Resilient Communities

2 – 3:30 p.m.

Explore the current and pending water resource challenges – including supply, quality and wastewater – facing communities throughout North Carolina. This highly participatory workshop, sponsored by the Agriculture and Environment steering committees, will help prepare local elected policymakers for the difficult decisions they will have to make to assure water resources are able to meet the economic development, public health and environmental needs of their communities. The session will also examine the future environmental and economic events likely to impact state water resources. The workshop provides a sneak preview of the material that will serve as the basis for an exciting one-day water workshop that will be paired with the Essentials of County Government program in early 2013.

Presenter: Jeff Hughes, Lecturer and Director, Environmental Finance Center, UNC School of Government

Tax and Finance Steering Committee

Are We There Yet? The Drive to Boost Motor Vehicle Property Tax Collections

4 – 5:30 p.m.

The long journey toward a tax system that combines motor vehicle registration renewals with property tax payments is close to reaching its destination, with an effective implementation date of July 1, 2013. The bulk of local preparations will occur during the 2012-13 fiscal year, and major county budget impacts will take place over the 2012-13 and 2013-14 fiscal years. Following full implementation, counties should see motor vehicle tax collection rates jump from roughly 88 percent to more than 99 percent for vehicles with an active registration. Attend this workshop to learn about the impacts of this one-stop, one-payment on county staffing and revenues.

Presenters:

Pete Rodda, Property Tax Manager, HB 1779 Project
David Baker, Director, N.C. Department of Revenue Local Government Division

Friday, Aug. 17

Workshop Block I, 10:30 – 11:45 a.m.

Stimulate

Constitutional Tales

Description coming soon.

Innovate

The Myth of Regionalism: Effective Strategies for Working Together

Description coming soon.

Transform

Planned Disasters: Are You Ready to Recover?

During a state of emergency, does a county curfew apply within a city's limits? Can a county enforce a mandatory evacuation? Is alcohol automatically banned during a state of emergency? Just what emergency authorities do counties have? These and other questions will be answered during this session, which explores local government emergency management authorities and responsibilities, and offers practical suggestions on preparing for the next disaster. It could happen at any time!

Presenter:

Norma Houston, Lecturer in Public Law and Government, UNC School of Government

Workshop Block II, 1:30 – 2:45 p.m.

Stimulate

Growing in Place with a Local Economy

Description coming soon.

Innovate*Growing Older in North Carolina: Helping Seniors Navigate Transitions*

The 2010 Census showed that every day for the ensuing five years, 8,000 people would turn 65. How are counties in North Carolina preparing for this "Silver Tsunami?" Orange County and its aging services providers have embarked on a unique partnership to develop coordinated community support for older adults and adults with disabilities. The program is having a remarkable impact by helping citizens age successfully and reducing re-hospitalizations for those with complex hospital transitions. What is your county doing to prepare? This workshop will highlight a successful public-private partnership of community support and teach attendees how to approach their county's Silver Tsunami with a spirit of discovery.

Moderator: Bernadette Pelissier, Chairman, Orange County Board of Commissioners

Presenters:

Janice Tyler, Director of the Orange County Department of Aging
Sabrena Lea, Human Services Supervisor, Division of Aging & Adult Services, N.C. Department of Health & Human Services
Heather Altman, Director, Community Connections Project, Carol Woods Retirement Community, Chapel Hill

Transform*Navigating the Perils of Leadership*

County commissioners live in a public fishbowl. They are constantly on call, in view and under scrutiny. Despite the harsh economic climate, citizens don't often embrace leaders who say "no" or offer "less for less" instead of "more for less." Political polarization can easily end the political career of an elected official who stands on principles – and the family and personal health of that official can suffer the consequences. These challenges make leadership not only more perilous, but more essential. Leadership may be a contact sport, but a thick skin and the right conflict management skills can help you reconcile the competing public values in today's county government world. This workshop will provide strategies elected officials can use to increase their resiliency while continuing to move their counties forward.

Panelists:

Carl W. Stenberg, Professor of Public Administration and Government, UNC School of Government
Mark Funkhouser, Ph.D., Director, GOVERNING Institute

Workshop Block III, 3:15 – 4:30 p.m.**Stimulate***Speed Dating with State Agencies*

Representatives from various state agencies with relationships and interests in counties will be available for face-to-face meetings in this interactive workshop. Get up close and personal as you rotate from table to table, speed-dating style, to talk about education, public safety, environmental issues, transportation and more.
Session will be held at the historic North Carolina State Capitol

Innovate*Booksmart: Designing Libraries with Users and Communities in Mind*

There's a repository of factors to consider when planning a new library or renovating an existing facility. Community input, population density, location and traffic patterns all influence the process and ultimately functionality in design. This workshop will demonstrate – on both regional library (36,000 square feet) and community library (10,000 square feet) scales – how the public uses modern library assets (computers, collections and programs), how the library functions as a gathering point, and how to employ a long-term, public-private partnership for the benefit of a community. Counties can in turn respond with flexible, attractive and secure spaces that endure wear and tear while accounting for the historical and political significance of a library to a long-standing community.

Host: Terri Luke, Senior Manager for Facilities and Security, Wake County Public Libraries

Innovate*To Catch a Thief: Innovations in Law Enforcement Training*

Description coming soon.
Session will be held at Wake Tech's Public Safety Education Campus

Transform*Life in the Fast Lane: the Legislature at Work*

Wonder what it's like to serve at the North Carolina General Assembly? Take a seat in the Legislative Building for this mock legislative session that will give you a feel for the rules of procedure; the layers of protocol and debate involved in developing an idea into a law; and the pull of your party, your constituents, and public and private interests.
Session will be held at the North Carolina Legislative Building

Saturday, Aug. 18**Workshop Block IV, 9:45 – 11 a.m.****Stimulate***Listen to the Voices: Engaging Youth in County Government*

Regular contact between county leaders and youth is important to the futures of both the youth and the county. Counties need responsible and informed citizens, as well as future elected officials and capable, creative staff. Youth need to know they have a future in their county and that county government leaders are willing to hear their voice. This workshop will provide participants with practical ideas and concrete steps for engaging youth in county government, from starting and maintaining a youth council to utilizing resources to engage youth in citizenship through community and school partnerships.

Presenters:

Heather Jones, Instructor, Early Childhood Education, Central Piedmont Community College
Chris Measmer, Cabarrus County Commissioner
Donna Mull, Catawba County 4-H Agent, Youth Council Advisor

Innovate*Outside the Box: Technology Innovations in N.C. Local Government*

Be inspired by a session that showcases award-winning endeavors of North Carolina local governments that have transformed citizen services through innovative and replicable technology solutions.

Transform*Civility in Public Discourse: Practice What You Preach*

Are you affected by the vocal and sometimes physical intolerance for differing points of view? Are you and your citizens discouraged by the recent actions of elected officials at all levels of government? As political viewpoints and positions diverge and attention by public media spreads, intolerance for differing points of view has escalated. The negative behaviors of both elected leaders and the public distract from the critical issues we face in local government and erode our hard-earned trust in the hard decisions we have to make. Speakers with personal experience will discuss how this issue has affected them and how they went about restoring civility. Join us for a discussion with your peers and colleagues to raise awareness and mitigate the personal and political damage of uncivil discord in public discourse.

Presenter:

Jacqueline J. Byers, Esq., Director of Research and Outreach, National Association of Counties

By attending the NCACC Annual Conference, county commissioners receive nine credits toward recognition for their commitment to lifelong learning through the LELA (Local Elected Leaders Academy) Recognition Program. Through LELA, the NCACC and School of Government have established for individual county commissioners a three-level recognition program that will help the Association achieve one of its strategic goals, "strengthen county leadership and board development." In addition, Pre-Conference Seminar attendees will receive an additional six credits. For more information, visit www.ncacc.org/lela.html.



105th NCACC Annual Conference

August 16-19
Wake County



Home

Agenda

LELA Seminar

General Sessions

Workshops

Ticketed events

Golf

Register

Accommodations

Contact Info

Visitor
Resources

Opening Reception

Thursday, Aug. 16, 6 - 7:30 p.m.

Free for attendees; \$15 for guests

The Association will host its traditional Opening Reception in the Exhibit Hall. Entertainment for the evening will be provided by the Kudzu Ramblers, a six-piece ensemble performing traditional bluegrass, gospel and original tunes.

Horn O' Plenty

Friday, Aug. 17, 6:30 – 9 p.m.

North Carolina Museum of Natural Sciences, Nature Research Center wing

\$30 for adults; \$15 for children (ages 6-16); no charge ages 5 and under

The Daily Planet - the centerpiece of the North Carolina Museum of Natural Science's new Nature Research Center - links the virtual world to real nature in its three-story, high-definition, multi-media space. Attendees will have the opportunity to get an in-depth look at the Daily Planet and the museum's new wing during the Horn O' Plenty, the Association's annual Friday night off-site event.



The Horn O' Plenty not only highlights the latest major cultural addition in Wake County but also the fruits of the labors of farmers across the state. As the state's top economic engine, agriculture has well-established roots in North Carolina soil, and [North Carolina Cooperative Extension](#) draws attention to the land's bounty at the Horn O' Plenty. North Carolina farmers donate the food, and Cooperative Extension employees prepare it for the festivities.

Local musical performers include a jazz trio. Transportation will be available on the R-Line.

President's Reception, Banquet and Entertainment

Saturday, Aug. 18, 6-8:30 p.m.

\$35

Join conference attendees as Howard Hunter III of Hertford County is sworn in as the Association's 96th President. The 2012-13 President Elect, First Vice President and Second Vice President will also be seated. Outgoing President Kenneth Edge of Cumberland County will present the Outstanding County Commissioner Award and announce other special honorees. Long-Time County Service Awards will be presented to county commissioners with at least 20 years of service. Entertainment will be provided by VocalMotion, an all-volunteer adult show choir accompanied by a 10-piece band, Audio Kudzu. The performance group has delighted audiences in the Triangle for more than 20 years.

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- Home
- Agenda
- LELA Seminar
- General Sessions
- Workshops
- Ticketed events
- Golf
- Register
- Accommodations
- Contact Info
- Visitor Resources

County Invitational Golf Tournament

When: Thursday, Aug. 16; shotgun start at 9 a.m.
Where: Lonnie Poole Golf Course at N.C. State University
Cost: \$55 per person (includes golf and lunch)

With breathtaking views of the Raleigh skyline and the award-winning Centennial Campus, the Lonnie Poole Golf Course at N.C. State University has become a favorite in the golf community. It represents the evolution in golf course architecture toward sustainability; a golf course that fits into and protects the natural environment. It leans heavily on traditional Scottish designs while accommodating the natural landscape.



The Arnold Palmer Design group used features in the existing landscape as the primary cues for their design. Located on 250 acres inside the City of Raleigh, the golf course routing is dictated by large elevation changes. It meanders around large buffer areas that were left in place to protect streams and wetlands that are in the Neuse River watershed. The buffers provide protected habitat for wildlife and native plant species. This is an Audubon Signature golf course that is at the forefront of its time.

Note: To play in the golf tournament, you must be registered for the Annual Conference either as an attendee, sponsor or exhibitor.

Prizes, including first place team trophies, will be awarded.

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- Home
- Agenda
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- Register
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- Contact Info
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The Marriott Raleigh City Center, the host hotel for the 2012 NCACC Annual Conference, is now accepting reservations. The special room rate of \$139 plus applicable taxes will be available until July 16 or until the group block is sold out, whichever comes first. When registering, please remember to use the group code COMCOMA.

Access the Marriott's [online reservations page](#) or dial (919) 833-1120 or toll free at (888) 236-2427.

Parking is \$12 per day.

Raleigh Marriott City Center
500 Fayetteville Street
Raleigh, North Carolina 27601 USA
Phone: 1-919-833-1120



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*You are cordially invited to attend the
High Country Council of Governments'
38th Annual Meeting and Banquet*

Friday, September 7, 2012

at Linville Ridge

Schedule of Events

6:00-7:00 Reception [Cash Bar]

7:00- 8:00 Multi Station Buffet Dinner

8:00-8:30 Presentation of Awards

Cost: \$30.00 per person, due with reservation

-----Please detach and remit with payment-----

RSVP

Please send your payment to High Country COG by August 24, 2012

___ Number of people to attend

Names

County/Town Represented

AGENDA ITEM 8:

PUBLIC COMMENT

AGENDA ITEM 9:

BREAK

AGENDA ITEM 10:

CLOSED SESSION

Attorney/Client Matters – G. S. 143-318.11(a)(3)

Personnel Matters – G. S. 143-318.11(a)(6)