GOLDSBORO CITY COUNCIL
REGULAR MEETING AGENDA
MONDAY, FEBRUARY 15, 2021

(Please turn off, or silence, all cellphones upon entering the Large Conference Room)

NC Gov. Cooper's Executive Order 189 restricts mass gatherings due to COVID-19; therefore, public attendance of the Work Session and Council Meeting is restricted to those who are on the agenda or who would like to speak during the Public Hearing. If you are speaking at the meeting, please enter the City Hall Addition front entrance and maintain social distance while waiting to enter the Large Conference Room one at a time. The meeting will be streamed live on the City's Facebook and YouTube pages at
https://www.goldsboronc.gov/mayor-of-goldsboro/city-council-minutes/ and broadcast on the Downtown Center Street speakers.

   I.   **WORK SESSION–5:00 P.M. – CITY HALL ADDITION, 200 N. CENTER STREET, ROOM 206**

        ADOPTION OF THE AGENDA

        OLD BUSINESS
              a. FY 18-19 Audit Update (Finance)
              b. Tourism Board Appointment Discussion (City Clerk)

        NEW BUSINESS

  II.   **CALL TO ORDER – 7:00 P.M. – CITY HALL ADDITION, 200 N. CENTER STREET, ROOM 206**
        Invocation (Rev. Phyllis Vail, St. Paul Methodist Church)
        Pledge of Allegiance

 III.   **ROLL CALL**

 IV.   **APPROVAL OF MINUTES (*Motion/Second)**
        A. Minutes of the Work Session and Regular Meeting of February 1, 2021

  V.   **PRESENTATIONS**
        B. Resolution Expressing Appreciation For Services Rendered By Carol Gillis As An Employee Of The City Of Goldsboro For More Than 8 Years

 VI.   **VACANT COUNCIL SEAT FOR DISTRICT 1 DISCUSSION**
        C. *The City Council will decide if they have enough information to vote on the appointment by motion, second, and majority vote. If so, the City Council will be provided a ballot listing the name of each candidate, and each council member will vote for ONE (1) candidate only. (Resolution 2020-1 and Exhibit A are attached.)*

VII.   **PUBLIC HEARINGS** *(*Motion/Second)*
        D. CU-1-21 Anthony Mathis (EZ Choice)-North side of E. US 70 Hwy between Miller's Chapel Road and Carriage Road (Planning)
        **When a public body conducts a public hearing at a remote meeting that falls under G.S. 166A-19.24, it is required that they allow for written comments on the subject of the public hearing to be submitted up to 24 hours after the public hearing before taking action thereon.
        PLANNING COMMISSION EXCUSED

VIII.   **CONSENT AGENDA ITEMS** *(*Motion/Second--Roll Call)*
        E. Resolution to approve new insurance broker for the upcoming FY21-22 budget year (Finance)

F. Change Order No. 1 – Water Treatment Plant Plate Settler Project: WIF 1942 Formal Bid No. 2019-004 (Public Utilities)
G. Change Order No. 1 – Water Treatment Plant Plate Settler Project: WIF 1942 Consultant Services (Public Utilities)
H. 42nd Annual Greater Goldsboro Road Run – Temporary Street Closing (Police)
I. Adoption of the revised City of Goldsboro Emergency Operations Plan (Fire)
J. Contract Award for Consulting Services-Annual Action Plan (Assistant City Manager)
K. Revised Council Meeting Dates for 2021 (City Clerk)
L. Departmental Monthly Reports

IX.   **ITEMS REQUIRING INDIVIDUAL ACTION** *(*Motion/Second)*
M. Amending a Grant Project Fund Ordinance – Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) Special Revenue Fund (C2101) (Finance)

X.   **CITY MANAGER'S REPORT**

XI.   **MAYOR AND COUNCILMEMBERS' REPORTS AND RECOMMENDATIONS**
N. Resolution Expressing Appreciation for Services Rendered By Stanley Smith As An Employee Of The City Of Goldsboro For More Than 39 Years
O. Resolution Expressing Appreciation for Services Rendered By James Boyd As An Employee Of The City Of Goldsboro For More Than 11 Years

XII.   **CLOSED SESSION**

XIII.   **ADJOURN**

MINUTES OF THE MEETING OF THE CITY COUNCIL HELD
FEBRUARY 1, 2021

WORK SESSION

The City Council of the City of Goldsboro, North Carolina, met in a Work Session in the Large Conference Room, City Hall Addition, 200 North Center Street, at 5:00 p.m. on February 1, 2021 with attendance as follows:

Present: Mayor Chuck Allen, Presiding
              Mayor Pro Tem David Ham
              Councilmember Bill Broadaway
              Councilmember Taj Polack
              Councilmember Brandi Matthews
              Councilmember Gene Aycock
              Ron Lawrence, Attorney
              Tim Salmon, City Manager
              Melissa Capps, City Clerk

Call to Order. The meeting was called to order by Mayor Allen at 5:00 p.m.

Adoption of the Agenda. Upon motion of Councilmember Broadaway, seconded by Councilmember Aycock and unanimously carried, Council adopted the agenda.

District 1 Applicants Presentations. Pursuant to the Procedures adopted by the City Council, each qualified applicant will be given up to ten (10) minutes to make a presentation on their qualifications for the office and their vision of Goldsboro.

Ms. Hiawatha Jones and Ms. Yvonnie Moore each made a presentation to City Council. Following the presentation by each applicant, council was given the opportunity to ask questions.

At the February 15, 2021 City Council meeting, the City Council will decide if they have enough information to vote on the appointment by motion, second, and majority vote.

Boards and Commissions Discussion. Ms. Capps stated at the City Council meeting on November 16, 2020, council discussed the appointments to the Planning Commission. Staff recommended extending the term for Chris Boyette to keep an experienced member on the board for an additional term. Council decided to wait on recommending members until the Planning Commission had met to provide their recommendation for appointment. At the City Council meeting on December 7, 2020, the Clerk shared the Planning Commission had met and made a recommendation to reappoint Chris Boyette for a term of three years. When it was discussed originally, Councilmember Aycock had stated he was ok with an additional year. We would like to clarify if Council meant a one year or three year term.

Council discussed. Councilmember Aycock made a motion to extend Mr. Boyette's term for one year. The motion was seconded by Mayor Pro Tem Ham. Councilmember Matthews stated haven't we already done this and Mr. Salmon stated there was a question as to whether it was a one year or three year term, we are reconfirming . Councilmember Polack asked will this be revisited next year. Councilmember Aycock amended his motion to extend Mr. Boyette's term for only one year, be off the board for one year, then Mr. Boyette could reapply. Mayor Pro Tem Ham seconded the amended motion. Mayor Allen, Mayor Pro Tem Ham, Councilmembers Polack, Matthews and Aycock voted in favor of the motion. Councilmember Broadaway voted against the motion. The motion passed 5:1.

The Tourism Council had a member to resign on Wednesday, January 27. You have the 2 current applications for the hotelier position in your folders.   The Tourism board recommends the appointment of Tyrone Barrett. They felt that he would bring a great hotelier perspective to the board, as he is running the newest hotel in town and the hotel type is different than the mainstream hotels.

Councilmember Matthews asked when you say current what does that mean. Ms. Capps stated applications are kept on file for one year.

Council requested time to review applications and will discuss at the next meeting.

Consent Agenda Review. Item B. on the Consent Agenda was reviewed.

Closed Session Held. Upon motion of Mayor Pro Tem Ham, seconded by Councilmember Broadaway and unanimously carried, Council convened into Closed Session to discuss an economic development and personnel matter.

Council came out of Closed Session.

There being no further business, the meeting recessed until the 7:00 p.m. meeting.

CITY COUNCIL MEETING

The City Council of the City of Goldsboro, North Carolina, met in regular session in the Large Conference Room, City Hall Addition, 200 North Center Street at 7:00 p.m. on February 1, 2021 with attendance as follows:

Present: Mayor Chuck Allen, Presiding
             Mayor Pro Tem David Ham
             Councilmember Bill Broadaway
             Councilmember Taj Polack
             Councilmember Brandi Matthews
             Councilmember Gene Aycock

The meeting was called to order by Mayor Allen at 7:00 p.m.

Captain John Blevins, Jr. with the Salvation Army provided the invocation. The Pledge of Allegiance followed.

Approval of Minutes. Upon motion of Councilmember Broadaway, seconded by Councilmember Polack and unanimously carried, Council approved the Work Session and Regular Meeting Minutes of January 19, 2021.

Public Comment Period. Mayor Allen opened the public comment period. The following person spoke:

Sylvia Barnes provided comments regarding the appointment to the vacant seat for District 1 and requested Council consider a change to their meeting time as it conflicts with the School Board meetings.

No one else spoke and the Public Comment Period was closed.

Consent Agenda - Approved as Recommended. City Manager, Timothy Salmon, presented the Consent Agenda. All items were considered to be routine and could be enacted simultaneously with one motion and a roll call vote. If a Councilmember so requested, any item(s) could be removed from the Consent Agenda and discussed and considered separately. In that event, the remaining item(s) on the Consent Agenda would be acted on with one motion and roll call vote. Councilmember Aycock moved the item on the Consent Agenda, Item B be approved as recommended by the City Manager and staff. The motion was seconded by Councilmember Broadaway and a roll call vote resulted in all members voting in favor of the motion. The item on the Consent Agenda was as follows:

CU-10-20 Jayme S. Dearing – West side of N. Center Street between W. Oak Street and W. Ash Street. Approved. The applicant is requesting a conditional use permit to operate an automobile repair, service and inspection facility in the CBD (Central Business District).

Frontage: 149 ft. (N. Center St.)
Area: 25,165 sq. ft., or 0.57 acres
Zoning: Central Business District w/ Historic District Overlay

Surrounding Zoning:

North: GB (General Business);
South: CBD (Central Business District);
East: CBD (Central Business District); and
West: CBD (Central Business District); GB (General Business)

The existing building and lot was formerly operated as a used car business and service center known as J.D. Pike Motor Company. The site has been closed for more than six months and the owner is in the process of selling the property.

On February 3, 2020, City Council denied the property owner's request to rezone the property from CBD (Central Business District) to GB (General Business). The proposed zoning was inconsistent with the City's Comprehensive Land Use Plan, which recommended MU DT (Mixed-Use Downtown) development for the property.

Now, the applicant is proposing to operate an automobile repair, service and inspection facility upon subject property. According to the City's Unified Development Ordinance, the proposed use is permitted in the CBD (Central Business District) however; a conditional use permit is required and must be approved by City Council. The subject property is located on the north side of Ash Street therefore not located within the CBD (Central Business District) bounded by the south side of Ash Street, the east side of George Street, the north side of Chestnut Street and the west side of William Street where auto-oriented uses are not permitted.

Days/Hours of Operation: Monday-Friday   7:30 am – 5:00 pm
No. of Employees: 5

An existing 24 ft. wide curb cut exists off N. Center Street and provides gated access to required customer/employee parking, automobile drop-off and pick-up service.

The existing building consists of approximately 10,120 sq. ft. of floor space consisting of offices, a service bay, storage/warehouse space and restrooms for customers and employees.

Since the site was developed prior to the adoption of the City's Unified Development Code, building setbacks do not comply with current regulations. A modification is required for the side-yard setback from 15 ft. to 0 ft. Also, a modification is required for the rear-yard setback from 20 ft. to 0 ft.

Parking for the site requires 1 parking space per working bay and 1 space per employee. A total of 6 striped parking spaces are required to include handicap accessible parking.

According to the City's Unified Development Code, auto repair facilities and all outdoor storage areas for vehicles other than customer parking shall be located to the rear of the property and screened from view by a six ft. opaque fence.

In addition, junked or inoperable motor vehicles shall not be parked in view of any road right-of-way or adjoining property for more than forty-eight hours. No vehicle that has been repaired and is awaiting removal, or that is awaiting repair, shall be stored or parked for more than 30 consecutive days. No vehicle shall be parked or stored as a source of parts and no vehicle shall be parked for the purpose of sale or lease/rent.

Staff is working with the applicant to ensure that the above-mentioned requirements have been completed prior to a certificate of occupancy being issued.

Due to existing site conditions consisting of paved surface areas, the applicant is requesting a variance of the City's landscape requirements.

City water and sewer are available to serve the property. Subject area is not located in a Special Flood Hazard Area.

The subject property is located within the City of Goldsboro's Historic District. Any exterior improvements to the property including signage shall comply with the Historic District guidelines before a building permit can be issued in the future.

The following modifications are being requested by the applicant:

1. Modification of the building side-yard setback from 15 ft. to 0 ft.
2. Modification of the building rear-yard setback from 20 ft. to 0 ft.
3. Modification of the City's landscape ordinance.

At the public hearing held on January 19, 2021, no one appeared to speak for or against this request.

The Planning Commission, at their meeting held on January 25, 2021, recommended approval for the operation of an automobile repair, service and inspection facility in the CBD (Central Business District) with no outdoor storage of vehicles with modifications.

It was recommended Council accept the recommendation of the Planning Commission and:

(1) Adopt an Order approving the Conditional Use Permit for the operation of an automobile repair, service and inspection facility in the CBD (Central Business District) with no outdoor storage of vehicles to include the following modifications:
   a) Modification of the building side-yard setback from 15 ft. to 0 ft.
   b) Modification of the building rear-yard setback from 20 ft. to 0 ft.
   c) Modification of the City's landscape ordinance. Consent Agenda Approval. Aycock/Broadaway (6 Ayes)

End of Consent Agenda.

City Manager's Report. Mr. Timothy Salmon stated the FY 18-19 audit is not yet complete; it has not been submitted to the NC Local Government Commission. The auditors are currently working with our Finance Department to work through some prior period adjustments. I've arranged for the auditors to update Council at the next Council Meeting on the 15th.

Mayor Allen stated you don't see it being done by then.

Mr. Salmon stated sir it is possible, I do not know, it depends on what they find as they continue to work, most if not all of it is prior year adjustments so things that happened before this audit year, they are clarifying. The County has asked municipalities and volunteer organizations to provide personnel to assist with future vaccinations. NC Governor EO 189 "Further Extension Of The Modified Stay At Home Order" will be in effect until 5:00pm Feb 28, 2021.

Mayor and Councilmembers' Reports and Recommendations. Councilmember Matthews read the following Proclamation.

Black History Month Proclamation. Mayor Allen proclaimed the month of February 2021 as *BLACK HISTORY MONTH* in the City of Goldsboro and encouraged all citizens to observe this month by participating and supporting all festivities celebrating the proud heritage of African Americans.

Councilmember Broadaway read the following Proclamation.

Human Relations Month Proclamation. Mayor Allen proclaimed February 2021 as *Human Relations Month* in the City of Goldsboro and called upon our community to observe this month to gain insight, to foster commitment, and to promote the call for "Unity, Harmony, and Action."

Councilmember Aycock stated no comment.

Councilmember Matthews stated I do want to thank the applicants for following through on the process to fill this District 1 seat. I heard the question posed by one of our councilmembers, they asked them what would they do to bring cohesiveness to the board, considering what we have seen over the past few years. But in my mind, the real question is,

what are we going to do to bring cohesiveness to the board. Because what I keep hearing is that there has been some type of change or it has gotten better but even with seats flipping people, the problems are still here. So David Ham, you in particular, I would be interested in what are you planning to do to bring some cohesiveness to the board or even acknowledge your participation in there not being cohesiveness. It really struck a chord with me and took me back to what I experienced personally when I was accused, along with another resident, of making some of the same claims, and posts on social media. Those things to this day have not been produced, and the person that accused me and this resident has not apologized. Those types of claims and accusations need to be taken very seriously. You need to be able to produce the evidence and if you cannot for any reason, I will assume that it is because you are being dishonest and you should apologize to Ms. Moore and to this community for doing what you did. I experienced the same thing from you David Ham, when I came before the board to use my three minutes to talk about some of my concerns, that I had with my leadership, you specifically. I received the same type of backlash, I received the same type of disrespect, and I received the same type of accusations coming from you directly. It is so sad that every time someone rises up in opposition, cause here we are saying, we do not all have to agree, but it seems like every time someone speaks in opposition of particular people on this board, this is the type of behavior that follows and there needs to be some accountability for that. I think that inclusion in your question was very disrespectful and inappropriate and I also find it very interesting that you failed to disclose the very same thing about another candidate. I can only assume that, that candidate's participation in divisiveness rhetoric and the same type of lingo that you accuse someone else of is because maybe you benefited from it then and you benefited from it now. But your behavior specifically Councilmember Ham is exactly why this board should not make the decision on who acquires that District 1 seat. It proves that this board cannot be unbiased in their decision making, so I am going to make one final plea, that we do what's right by the people of District 1 and allow their voice to be the determining factor in who represents them. As leaders we all claim to be, I suggest we start leading from the front, this type of behavior is outdated, I am tired of it, I am tired of being on the receiving end of it. I am tired of our residents having to see it. I'm tired of nothing being accomplished because we cannot seem to put our personal feelings aside, to come in this room and do the business of the people. I am not asking you to like me, but I am asking you to respect me, respect my position in this room, and on this council and in this community. And just as I ask that respect of myself, I ask that for all residents even the ones you may not particularly like because it takes a big person to come and stand in this room and do what those women did tonight and your behavior with one of them was inappropriate and disrespectful and it lacked leadership. Thank you.

Councilmember Polack stated I always like to end each meeting talking about safety. In the wake of the new strains of what we are seeing across the country, across the world, I think the reporting status of some of the agencies within the city as well as the county are being disingenuous about the reporting status to the community. I know for a fact that I have been in close proximity with three individuals who have had COVID and I did not receive a single call in reference to contact tracing. So I hope that is not a trend being set forth by the city. I most certainly hope countywide, this is something that is looked into. Sweeping this under the rug or trying to justify sporting events or kids in the classroom, this pandemic is bigger than that. I know everybody, some parents are getting frustrated with the kids at home, but that's not a reason to send them back in the classroom. Not only are statistics showing that these new cases are on the rise with youth, even with infants in some cases and I have an 18 month old granddaughter at home that I plan on going home to everyday as well as a 71 year old mother that I keep in the house to keep her safe. So at the least, I think contact tracing needs to be looked at more within the city because this thing is going to implode and get out of control. They are saying now that this new strain in a couple more months is going to make this old strain look like it was nothing. I think we need to be more on top of what we are doing, and be more honest about our reporting status. I think this is something that should not just be for the city but countywide. Thank you.

Councilmember Broadaway stated I want to congratulate the County health department, when I took my wife and I and I think Councilmember Aycock was there, it was well organized, we got in there and out of there. I am seeing more people wearing masks and I think that is good. We are fighting it but we have a long way to go.

Mayor Pro Tem Ham stated I would like to commend those essential workers that make our lives bearable during this time. Essential workers are everyone from someone who goes to

the grocery store to serve the customers that come in to the people who work in the pharmacies, to our city employees and there is a fine line between essential and nonessential, sometimes I think we forget to look at who really is essential. It is a hard definition, there are a lot of people who are designated as nonessential who get up to go to work and they are to be commended.

There being no further business, the meeting adjourned at 7:28 p.m.

_____

Chuck Allen
Mayor

_____

Melissa Capps, MMC/NCCMC
City Clerk

City of Goldsboro
P.O. Drawer A
North Carolina
27533-9701

RESOLUTION NO. 2021-6

RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY CAROL GILLIS
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 8 YEARS

WHEREAS, Carol Gillis retires on March 1, 2021 as an Administrative Assistant III with the Public Works Department of the City of Goldsboro with more than 8 years of service; and

WHEREAS, Carol began her career on March 7, 2012 as a Senior Administrative Support Specialist with the Public Works Department; and

WHEREAS, On January 1, 2016, Carol's position was reclassified to Administrative Assistant III with the Public Works Department where she has served until her retirement; and

WHEREAS, Carol has proven herself to be a dedicated and efficient public servant who has gained the admiration and respect of her fellow workers and the citizens of the City of Goldsboro; and

WHEREAS, The Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Carol Gillis their deep appreciation and gratitude for the service rendered by her to the City over the years.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina that:

1. We express to Carol our very best wishes for success, happiness, prosperity and good health in her future endeavors.

2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 15th day of February, 2021.

Chuck Allen
Mayor

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_____

Chuck Allen
Mayor

Attested by:

_____

City Clerk

EXHIBIT A
PROCEDURE FOR FILLING VACANT COUNCIL SEAT
FOR DISTRICT 1 OF THE GOLDSBORO CITY COUNCIL

1.   After the creation of a vacancy for District 1, such being effective December 7, 2020, the City Clerk will immediately cause the vacant seat to be advertised in *The Goldsboro News-Argus* and on the City of Goldsboro's Web Site indicating the appointment process and the following eligibility requirements as described in Article VI of the North Carolina Constitution and the City of Goldsboro's Code of Ordinances Section 3:5:

    A.   Be a qualified voter in the City of Goldsboro.

    B.   Be at least 21 years of age and not adjudged a felon not having had their rights restored.

    C.   Currently live within the boundaries of District 1 and having done so for at least the past thirty (30) days.

    Interested citizens meeting these requirements can pick up the application form from the City Clerk's office in the City Hall at 200 N. Center Street, Goldsboro, NC. Any potential applicant is encouraged to check the District 1 boundaries while at City Hall to make sure they reside within District 1 before submitting an application. Completed applications must be returned to the City Clerk's office by 5:00 p.m. on Friday, January 15, 2021. **Applications not received by that date will not be considered (placing it in the mail by then does not constitute receipt by the City unless it is in the physical custody of the staff of the office of the City Clerk, located within the City Manager and Mayor's offices, 2nd floor, by 5:00 p.m. on Friday, January 15, 2021).**

2.   The City Clerk will hold the sealed applications until the deadline date. After the deadline, the City Manager and City Clerk will open the envelopes and verify that each meets the qualifications addressed above. They will forward copies of the contents to each member of the City Council by 5:00 p.m. on Friday, January 22, 2021. The names of applicants shall be released to the news media upon request after the applications have been distributed to the City Council. Applicants are advised that the applications and therefore any information provided on the said applications is subject to disclosure upon a proper public records request.

3.   The Mayor and City Council at the regular City Council meeting scheduled for February 1, 2021, will hear presentations by each qualified applicant. Each applicant will be given up to ten (10) minutes to make a presentation on their qualifications for the office and their vision for Goldsboro.

4.   At the February 15, 2021 City Council meeting, the City Council will decide if they have enough information to vote on the appointment by motion, second, and majority vote. If so, the City Council will be provided a ballot listing the name of each candidate, and each council member will vote for ONE (1) candidate only.

5.   The ballots shall be passed to the City Clerk who will announce the vote by reading aloud each ballot with the name and vote of the Mayor and each council member.

6.   If any candidate receives at least 4 total votes on the ballots, that person is "appointed" and shall fill the seat.

7.   If no candidate gets more than 3 votes, then the 2 applicants receiving the most votes will advance to a second ballot, in the same format as the first round.

8.   However, if as a result of said initial vote there is a tie that occurs between two or more candidates making it such that there are not only 2 applicants with the most votes, then if there is one applicant that receives the most votes, that applicant will move to the next round of voting, and the council will then by ballot vote on the remaining other applicants so tied and the applicant between those such applicants that receives the highest votes will move to the second round of voting.

9.   If, however as a result of the first round of voting 3 applicants are tied with two votes each, then a new ballot will be issued by the Clerk to the council members with those 3 applicants thereon, the council shall vote, and follow the above procedures until there are 2 candidates with the greatest number of votes; BUT if one of those 3 receive at least 4 votes during that round of voting, then that person would be "appointed" and shall fill the seat.

10.   Each round of balloting and voting shall be conducted exactly as the first round.

11.   Once any candidate gets at least 4 votes, that person is the choice, and may be sworn in at the beginning of the next Council meeting.

12.   At any time, if no candidate has received at least 4 votes, the Council, upon proper motion, second and majority vote, may suspend the selection process, and return to further consideration of filling this vacancy at Council's next meeting.

13.   Additionally, at any time during the appointment process, upon motion, second and majority vote, the Council may vote to delay the vote on appointment to another date; and may re-open the application process to consider other interested candidates and shall set application deadlines consistent with the process above.

RESOLUTION NO. 2021-__1__

RESOLUTION OF THE GOLDSBORO CITY COUNCIL ESTABLISHING A PROCEDURE FOR FILLING VACANT COUNCIL SEAT

WHEREAS, Antonio Williams, the duly elected council member representing District 1 of the City of Goldsboro on its City Council has tendered his written resignation dated December 7, 2020 from his seat as the council member representing said district; and

WHEREAS, the City Council of the City of Goldsboro accepted his said resignation during its regularly scheduled meeting of December 7, 2020 and as a result hereby declares that the seat for the representation of District 1 is vacant; and

WHEREAS, as a result of said vacancy the Code of Ordinances and the General Statutes of the State of North Carolina state that the Council, by majority vote, shall appoint a qualified candidate to fill said vacancy for the remainder of the term of said council member; i.e. until the next general election which will be held in November 7, 2023; and

WHEREAS, neither the Code of Ordinances nor the General Statutes contain a specific procedure for said appointment, therefore, it is necessary and good practice to establish a procedure so the City, all council members and potentially interested candidates, have a procedure which will guide all for the said appointment; and

WHEREAS, it is necessary that a Resolution be enacted to establish procedures for such appointment, and that such are attached hereto as Exhibit A setting forth said procedures and is made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Goldsboro, North Carolina that:

1. The seat for District 1 of the Goldsboro City Council is vacant effective December 7, 2020, and shall be filled by the Council by majority vote.

2. For the proper and consistent application of the Code of Ordinances and the General Statutes of the State of North Carolina for the filling of the vacancy of said seat for District 1 representation on the City Council, procedures for any appointment to fill said vacancy should be adopted and that such is necessary for the proper functioning of the Council.

3. Exhibit A attached hereto sets forth said procedure and is hereby adopted as the procedure for the appointment of the vacancy of the representative seat for District 1 of the Goldsboro City Council.

4. This resolution and Exhibit A are hereby adopted and shall be inserted into the official minutes of the City Council of Goldsboro.

ADOPTED the _4th_ day of _January_, 20_21_.

By: _____
Chuck Allen, Mayor

ATTEST:

By: _____
Melissa Capps, City Clerk

CITY OF GOLDSBORO
AGENDA MEMORANDUM
FEBRUARY 15, 2021 COUNCIL MEETING

SUBJECT: **PUBLIC HEARING**
CU-1-21 Anthony Mathis (EZ Choice)-North side of E. US 70 Hwy
between Miller's Chapel Road and Carriage Road.

Applicant requests a Conditional Use Permit for the installation of
a prefabricated accessory structure used for the operation and
expansion of an existing automotive service center located in the
Airport-Business zoning district. Services include automobile
window tinting, automobile inspections and tire sales. As part of
the request, separate site plan approval is required.

     Frontage: Approximately 200 ft.

     Area: 46,295 sq. ft. or 1.06 acres

     Zone: Airport Business

     Overlay: APZ-I/Noise Contour 75-80dnl/80-85dnl

BACKGROUND: In June of 2009, City Council approved a conditional use permit, as
well as, site and landscape plans to allow an automobile window
tinting operation upon the subject property. A modification of the
protected street yard width from 8 ft. to 2.5 ft. was also
approved.

As a condition of the permit issuance, City Council required the
extension of a vehicular surface buffer across the easternmost
driveway which was required to be closed by NCDOT limiting
access to the property from two driveways to one along E. US 70
Hwy.

DISCUSSION: The submitted site plan indicates two existing buildings (673 sq.
ft. for office use and 900 sq. ft. for automobile tinting and
inspections) totaling approximately 1,573 sq. ft. An additional 930
sq. ft. prefabricated and enclosed metal building is proposed that
will serve as an additional service bay for automobile window
tinting.

     Number of employees: 2

     Hours of Operation: Monday-Friday 9:00 a.m. - 6:00 p.m.

<u>Access</u>: An existing 35 ft. wide driveway cut provides access to the site off E. US 70 Hwy.

<u>Parking</u>: Parking shall be based on 1 space per working bay, plus one per employee. A total of 16 spaces have been provided to include one handicap accessible parking space.

<u>Landscaping</u>: The proposed use does not require additional landscaping for the site.

<u>Overlay District</u>: The subject property falls within SJAFB Accident Potential Zone (APZ-I) and 75-80/ 80-84 day-night average sound level (DNL) noise zones. Base officials have been contacted and recommend that noise attenuation measures be incorporated into the design and construction of any new structure where the public is received.

In addition, base officials have indicated that retail sales are an incompatible land use in the 80-84 day-night average sound level (DNL) noise zone. Applicant has been informed that tire sales must be conducted within the 75-80 day-night average sound (DNL) zone in order to continue the existing use in the future.

<u>Engineering</u>: City water and sewer are available to serve the property. The property is not located in a Special Flood Hazard Area.

<u>RECOMMENDATION</u>: No action necessary. The Planning Commission will have a recommendation for the Council's meeting on March 1, 2021.

Date: ___2/8/21___   _____
                                    Planning Director

Date: ___2/9/21___   _____
                                    City Manager

CU-1-20 E-Z CHOICE WINDOW TINTING
4245 E. US 70 HWY

REQUEST: BUILDING ADDITION

SITE

930 s.f. METAL
BUILDING ADDITION

4223

4245 Z

4245

4232

4254 Z

4265

4273

CONDTIONAL USE REQUEST;

CASE NO: CU-1-20
APPLICANT: ANTHONY MATHIS
OWNER: SHIRLEY SUTTON ETAL
LOCATION: 4245 E. US 70 HWY
HOURS OF OPERATION: Mon. - Fri   9:00 a.m. to 6:00 p.m
NUMBER OF EMPLOYEES: 2 EMPLOYEES

0   30   60   120
Feet

N
W   E
S

CITY OF GOLDSBORO
AGENDA MEMORANDUM
FEBRUARY 15, 2021 COUNCIL MEETING

SUBJECT: Resolution to approve new insurance broker for the upcoming FY21-22 budget year.

BACKGROUND: The City last conducted a search for insurance brokerage services in April, 2017, at which time Crawford Henderson was selected to represent the City for all insurance coverage except for liquor liability and excess worker's compensation. The process was assisted with the help of Esses Consulting. In the agreement entered into at that time the commission to the insurance broker was paid by the insurance company, and included in the cost of premiums paid by the City.

The proposal period was through the end of fiscal year 2020, however due to staffing and workload, we extended the period to the end of fiscal year 2021.
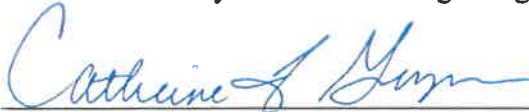
DISCUSSION: The City carries multiple types of insurance to hedge against peril and risk such as general liability, auto, property, crime, inland marine, professional, umbrella, cyber threats, liquor, flood, drone and excess worker's comp. For FY21, the cost totaled approximately $690,000 for insurance coverage, so the process of selecting a broker is an important financial decision.

The Finance staff has worked our insurance consultant, Riskversity, for the past nine months to develop a Request for Proposal to address the needs and issues of the City. We were concerned about risk management services, training, and technology. We moved away from the model of commissions that were inclusive of the premium, and requested a fee based approach.

Attached is the recommendation letter from the insurance consultant summarizing the results.

RECOMMENDATION: Council approve the attached resolution to approve the selection of Arthur J. Gallagher Risk Management Services to act as the insurance broker for the City of Goldsboro beginning FY21-22.

Date: 02/09/2021

Catherine F. Gwynn, Finance Director

Date: 2/10/21

Timothy M. Salmon, City Manager

RESOLUTION NO. 2021-

A RESOLUTION TO AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT FOR INSURANCE BROKERAGE SERVICES BETWEEN THE CITY OF GOLDSBORO AND ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES FOR THE FISCAL YEAR ENDING JUNE 30, 2022

  WHEREAS, the current contract for risk management and insurance brokerage services with Crawford Henderson, Inc. and McGriff ends June 30, 2021; and

  WHEREAS, the City issued a Request for Proposal ("RFP") to provide risk management and insurance brokerage services to the City; and

  WHEREAS, City staff reviewed all proposals submitted in response to the RFP and based upon that review now recommends Arthur J. Gallagher Risk Management Services to be approved by the City Council to be the risk management and insurance broker for the City; and

  WHEREAS, beginning July 1, 2021 for a term of three (3) years in consideration for the consulting services outlined, Arthur J. Gallagher Risk Management Services will be compensated a total contract amount of $135,000 to be paid equally over the three fiscal years; and

  NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina, that:

1. The City of Goldsboro authorizes the Mayor and City Clerk to execute a contract for risk management and insurance brokerage services with Arthur J. Gallagher Risk Management Services for the coverage period beginning July 1, 2021.

2. This resolution shall be in full force and effect from and after the _____ day of _____ 2021.

              _____
              Mayor

Attested by:

_____
City Clerk

February 6, 2021

Ms. Catherine Gwenn
Finance Director
City of Goldsboro
300 North Center Street
Goldsboro, NC 28105

    Re: RFP2020-0007 REcommendation

Catherine:

Our evaluation of responses to the Request for Proposals for Insurance Brokerage Services (RFP2020-007) is complete. In the past we:

- Invited brokers to select their preferred insurance carriers
- Received firm quotes from those carriers on behalf of the City
- Assisted the City in evaluating both brokers and carriers simultaneously

During this process the premium costs included commissions to compensate brokers for their work in securing coverage for the City. While this strategy is industry standard it can obfuscate broker and carrier capabilities. In addition, the industry standard of brokers receiving commissions from insurance carriers creates a financial disincentive for reducing the City's insurance premiums and brokers are effectively penalized for doing so. Separating broker compensation and services from insurance premiums better aligns City and broker interests.

In contrast this year's process has been divided into two phases. Phase one consists of selecting a broker based on their service offering and costs. Phase two will consist of selecting an insurance carrier based on their coverages, costs, and services. As a result of this competitive process the City received proposals from the following brokers and agents (in alphabetical order):

1) Arthur J. Gallagher Risk Management Services
2) Crawford Henderson Insurance
3) McGriff Insurance Services
4) Surry Insurance
5) USI Insurance Services

Each proposal was evaluated by the following criteria:

Cost

As referenced above, brokers were asked to provide a single all-inclusive price for marketing the City's insurance coverages and providing risk management services. Having a fee for service model instead of the existing commission-based model should better align Broker and City goals.

www.RiskVersity.com

Corporate Office:
151 W Fourth Street,
Cincinnati, OH 45202
513-644-1085

North Carolina Address:
5710 West Gate City Blvd., Suite K 129
Greensboro, NC 27407
704-245-4308

Mailing Address:
PO Box 621047
Cincinnati, OH 45262

Pricing considerations alone cannot be used to select a risk management partner. The myriad of loss control, claims, and technology services offered require a thorough analysis to achieve the broadest and most appropriate services for the City. All competing brokers offered costs and services that are additive to the City's current risk management and safety programs.

Servicing Capabilities

Account servicing capabilities are very important to the City of Goldsboro, given that it does not employ a full-time risk management staff. City officials rely heavily on the services offered by its insurance providers. Each of the participants in the RFP process offers extensive servicing capabilities. We believe that all participants have sufficient capabilities to meet the City's needs.

Quality and Depth of Service Team

Some national brokers purport many municipal clients that are handled by offices and individuals who will not be servicing the City. To circumvent this marketing strategy, top scoring brokers were interviewed and asked a variety of questions designed to substantiate their individual ability to provide their stated services to the City. This also allowed staff members to investigate the personalities that would be engaged for fit with the City's culture, preferences, and needs.

Experience with Other Public Entities

The final component of our evaluation is our own experience with other public entities. Given that the evaluators have experience with most of the participants, our experience provides us with first-hand knowledge of the day-to-day servicing capabilities, claims handling practices, and other critical service-related aspects of each of the companies represented. This experience allows us to exercise prudent judgment in identifying the programs most suitable to the City.

Recommendation

As you are aware, brokers were scored by RiskVersity and City staff independently prior to interviewing top candidates. The composite scores are outlined in the attached comparison. It is important to note that we believe each of the presenting brokers can service the City's needs. However, based on the items above and the composite scores we recommend that the City retain Arthur J. Gallagher, Risk Management Services (AJG) as they were the most favorable candidate. Their services best align with the City's stated goals for use of minority businesses, loss control and claims support. The AJG proposal has the added benefit of online tools which should free staff members' time and enhance their ability to manage the City's contractual, vendor, and general risks.

Our next steps are to assist in the preparation of a full underwriting submission for carriers, finalize contract negotiations, and work with the City to renew its upcoming property, casualty, and worker's compensations insurance programs. Please contact us if you have any questions regarding this recommendation.

Respectfully submitted,

Christopher A. Holmes
CEO & Co-Founder

City of Goldsboro
RFP2020-007 Respondent Rating (Composite Scores)
Jan-21

Rate each function from -0- (None) to -5- (Excellent)

FUNCTION	WEIGHT	USI Rating	USI Weighted Rating	AJG Rating	AJG Weighted Rating	McGriff Rating	McGriff Weighted Rating	Crawford Henderson Rating	Crawford Henderson Weighted Rating	Surry Rating	Surry Weighted Rating
Satisfying Requirements of RFQ	10.0%	5	0.50	5	0.50	5	0.50	5	0.50	5	0.50
Costs	18.0%	3	0.54	3	0.54	4	0.66	2	0.30	5	0.84
Loss Control Support Services	14.5%	3	0.44	5	0.68	4	0.53	1	0.15	4	0.53
Claims Support	18.5%	3	0.56	4	0.74	4	0.80	4	0.80	4	0.68
Industry Knowledge and Experience	17.0%	5	0.85	5	0.85	5	0.85	5	0.85	5	0.85
Quality/Depth of Service Team	17.0%	5	0.85	5	0.85	5	0.85	5	0.79	5	0.79
Compliance with MBE requirements	5.0%	0	0.00	4	0.18	0	0.00	1	0.07	3	0.15
			0.00		0.00		0.00		0.00		0.00
TOTALS	**100%**		**3.73**		**4.34**		**4.19**		**3.46**		**4.34**

Notes:

AJG 20% of fee to MBE company vs. Surry as needed

McGriff, $25,000 for placement; 10K for claims review and risk management services

Cost L to R: USI $39K, AJG $45K, McGriff $35K, Craw-Hend- $80K, Surry $23K

ITEM _____ F _____

CITY OF GOLDSBORO
AGENDA MEMORANDUM
February 15, 2021 COUNCIL MEETING

SUBJECT: Change Order No. 1 – Water Treatment Plant Plate Settler
                    Project: WIF 1942 Formal Bid No. 2019 - 004

BACKGROUND: The Plate Settler project consists of installation of inclined
                    plate settlers into the seven sedimentation basins at the
                    Water Treatment Plant. This project will increase settling
                    and increase plant capacity from 12-million gallons per day
                    to 14-million gallons per day.

DISCUSSION: Staff have worked with the contractor and engineering
                    consultant on a change order for project completion due to
                    manufacturing delays from COVID-19, revised the location
                    of the wash water supply line, and revised drawings. Turner
                    Murphy Company submitted an estimated cost of
                    $6,405.00 resulting in a 0.47% change to the original
                    contract amount.

                    The manufacturing delays and additional work will require
                    the contract final completion time to be extended by 100
                    days. The amended contract final completion date for the
                    remaining work is May 14, 2021.

                    Staff recommends issuing a change order to the current
                    contract with Turner Murphy Company for the Plate Settler
                    Project. We have reviewed this change order with the
                    Finance Director and determined that funds are available
                    from SRF loan reimbursement.

RECOMMENDATION: It is recommended that the City Council, by motion, adopt
                    the attached Resolution authorizing the City Manager to
                    execute a change order for $6,405.00 with Turner Murphy
                    Company, contingent upon DWI approval.

Date: February 8, 2021 _____   _____ Michael Wagner _____
                                          Michael Wagner, Public Utilities Director

Date: _2/9/21_____   _____
                                          Timothy M. Salmon, City Manager

RESOLUTION NO. 2021-

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
A CHANGE ORDER WITH TURNER MURPHY COMPANY. FOR
WATER TREATMENT PLANT PLATE SETTLER PROJECT: WIF 1942 FORMAL
BID NO. 2019 - 004

WHEREAS, the City Council of the City of Goldsboro awarded a contract on December 18, 2019 to Turner Murphy Company. for the Plate Settler Project: WIF 1942; and

WHEREAS, the City Council of the City of Goldsboro recommends additional work for the Plate Settler Project; and

WHEREAS, Turner Murphy Company submitted an estimated cost of $6,405.00 for the additional work; and

WHEREAS, the City Council deems it in the best interest of the City of Goldsboro to issue a change order to Contract 2019-004 with Turner Murphy Company for $6,405.00, contingent upon DWI approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Goldsboro, North Carolina, that:

1. The City Manager is hereby authorized and directed to execute a change order for $6,405.00 with Turner Murphy Company for the Plate Settler Project: WIF 1942, contingent upon DWI approval.

2. This Resolution shall be in full force and effect from and after this 15th day of February, 2021.

Mayor

Attested by:

City Clerk

CITY OF GOLDSBORO
AGENDA MEMORANDUM
February 15, 2021 COUNCIL MEETING

SUBJECT: Change Order No. 1 – Water Treatment Plant Plate Settler
                            Project: WIF 1942 Consultant Services

BACKGROUND: The Plate Settler project consists of installation of inclined
                            plate settlers into the seven sedimentation basins at the
                            Water Treatment Plant. This project will increase settling
                            and increase plant capacity from 12-million gallons per day
                            to 14-million gallons per day.

DISCUSSION: Case specific analysis has being conducted on half of the
                            installed structural supports for the plate settler pack
                            beams. Required minimum anchor depths have not been
                            met, due to hitting existing reinforcing in the concrete walls
                            requiring a shallower depth than what was originally
                            specified.

                            This additional analysis was not able to be foreseen in
                            advance and is beyond the current scope and fees of the
                            design and construction phase of the project.

                            Staff recommends issuing a change order to the current
                            Purchase Order Agreement P2007455 with AH
                            Environmental Consultants, Inc. for the Water Treatment
                            Plant Plate Settler Project. We have reviewed this change
                            order with the Finance Director and determined that funds
                            are available from SRF loan reimbursement.

RECOMMENDATION: It is recommended that the City Council, by motion, adopt
                            the attached Resolution authorizing the City Manager to
                            execute a change order for $4,812.50 with AH
                            Environmental Consultants, Inc., contingent upon DWI
                            approval.

Date: February 8, 2021   _Michael Wagner_____
                                          Michael Wagner, Public Utilities Director

Date:___2/9/21_____   _____
                                          Timothy M. Salmon, City Manager

RESOLUTION NO. 2021-

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
A CHANGE ORDER WITH AH ENVIRONMENTAL CONSULTANTS, INC. FOR
WATER TREATMENT PLANT PLATE SETTLER PROJECT: WIF 1942
CONSULTANT SERVICES

WHEREAS, the City Council of the City of Goldsboro awarded a contract on January 20, 2015 to AH Environmental Consultants, Inc. for the Plate Settler Project: WIF 1942; and

WHEREAS, the City Council of the City of Goldsboro recommends additional work for the Plate Settler Project; and

WHEREAS, AH Environmental Consultants, Inc. submitted an estimated cost of $4,812.50 for the additional work; and

WHEREAS, the City Council deems it in the best interest of the City of Goldsboro to issue a change order to Purchase Order Agreement P2007455 with AH Environmental Consultants, Inc. for $4,812.50, contingent upon DWI approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Goldsboro, North Carolina, that:

1. The City Manager is hereby authorized and directed to execute a change order for $4,812.50 with AH Environmental Consultants, Inc. for the Plate Settler Project: WIF 1942, contingent upon DWI approval.

2. This Resolution shall be in full force and effect from and after this 15th day of February, 2021.

_____
Mayor

Attested by:

_____
City Clerk

CITY OF GOLDSBORO
AGENDA MEMORANDUM
February 15, 2021 COUNCIL MEETING

SUBJECT: 42nd Annual Greater Goldsboro Road Run – Temporary Street Closing

BACKGROUND: An application was received from the Sunrise Kiwanis of Goldsboro,
                                   requesting permission to hold their 42nd Annual Greater Goldsboro
                                   Road Run on Saturday, April 17, 2021 from 7:00 a.m. to 11:00 a.m.

DISCUSSION: The race is scheduled to begin at Spruce Street on Center Street and
                                   end between Chestnut Street and Spruce Street on Center Street and
                                   runs through the downtown area of Walnut Street, Evergreen Street,
                                   and Andrews Street, Berry Street, Claiborne Street, Mulberry Street,
                                   and Pine Street. The Police, Fire, Public Works and Downtown
                                   Goldsboro offices have been notified of this request.

                                   The race has three race routes they will be using for the 10K, 5K, and
                                   1-mile runs. All three routes will start and finish in the same area and
                                   will have staggered start times. The time requested for the closing is
                                   from 7:00 a.m. to 11:00 a.m.

                                   Staff recommends approval of this request subject to the following
                                   conditions:
                                   1. All intersections remain open for Police Department traffic control.
                                   2. A 14-foot fire lane is maintained in the center of the street to
                                      provide access for fire and emergency vehicles.
                                   3. All activities, changes in plans, etc. will be coordinated with the
                                      Police Department.
                                   4. The Police, Fire, Public Works and Downtown Goldsboro offices
                                      are to be involved in the logistical aspects of this event.

RECOMMENDATION: It is recommended that the Council approve the street closing of
                                   sections of Center Street at Pine Street, Spruce Street, Chestnut Street,
                                   Walnut Street, and Mulberry Street for the 42nd Annual Greater
                                   Goldsboro Road Run event 7:00 a.m. to 11:00 a.m. on Saturday, April
                                   17, 2021.

DATE: 2-1-2021   _Michael West_
                                              Mike West, Police Chief

DATE: 2/9/21   _Tim Salmon_
                                              Tim Salmon, City Manager

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

Date of Application **2-1-2021**
(Inner Office Use Only)

CITY OF GOLDSBORO
SPECIAL EVENTS/PARADE/STREET CLOSING
PERMIT APPLICATION

****In the event of a street closing, an application should be submitted at least
30 days prior to your parade or special event.**

I. General Information

Type of Event: (please check all that apply)
Parade (Run/Walk) Festival Street Closure Other (explain): _____

Event Name: _42nd Annual Greater Goldsboro Road Run-Run For a Child_

Event Date(s): _April 17, 2021_ **Event Website:** _____

Inclement Weather/Rain Date(s): _none_

Description of Event (Please briefly describe the event.)
_The event consists of a 1-mile Fun Run/Walk, a 5K
Run/Walk, and a 10K Run._

Requested Event Location: _Hub area (SE corner Center/Chestnut Sts.)_

Event Start Time/End Time: _9:00 AM — 11:00 AM_

Set-Up: Date & Time (start/end): _4/17/2021 — 7:00 AM_

Dismantle (Completion): Date & Time (start/end): _4/17/2021 — 11:30 AM_

Estimated Daily Attendance: _200_

Will this event require street closures? (Yes) No **Closure Times** _1a. 9:00 – 9:30 AM_
_b. 8:30 – 10:30 AM_
_2. 7:00 – 11:00 AM_

If yes, **please list the streets that you are requesting to be closed:**
_1. Center St. - a. Southbound (Pine St. to Ash St.) b. Northbound (Spruce St.
to Mulberry St.) 2. Chestnut St. - Center St. to John St._

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: _Sunrise Kiwanis of Goldsboro_

Are you a non-profit? ☑Yes ☐ No **If yes, are you:** ☑501c (3) ☐ 501c (6) ☐ Place of worship

Applicant Name: _Scott Edwards_ **Title:** _Race Director_

Address: _1205 Parkway Drive_

City: _Goldsboro_ **State:** _NC_ **Zip:** _27534_ **Phone:** _919-751-5100_

Cell Phone: _919-580-6498_ **Email:** _scott@cox-edwards.com_

Day of Event Contact:

Name: _Scott Edwards_ Phone: _919-580-6498_

III. Event Map

For Run/Walk/Parades - FORMATION AREA LOCATION: _Hub area_

For Run/Walk/Parades - STARTING POINT: _1-mile - S. Center/Pine St. Int.; 5K - Center/ Walnut Sts. Int.; 10K - same as finish_

For Run/Walk/Parades - ENDING POINT: _GFD driveway on S. Center St. between Chestnut and Spruce Streets (ALL EVENTS)_

*Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, booths, tents, parking, etc. (Please attach additional pages as needed)

(see attachments)

IV. RESTROOMS & SITE CLEANUP (Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)

One Port-A-Jon is recommended per 100 people, and is based on event duration instead of number of participants.

How do you plan to handle restroom services? □ Portable Toilets ☑ Other – _use new permanent restroom facilities on-site_

If portable toilets will be provided, please list the name/contact of the company:

* Supplement with 1-2 portable toilets if needed.

If no portable toilets will be provided, how will these requirements be handled?

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)

Tyler Hamm, Sunrise Kiwanis member and Rec. Leader of Goldsboro Parks and Recreation, will coordinate with Public Works to drop off trash can barrels as needed.

V. Event Details: *Please answer the following questions regarding your event.*

Yes (No) Does the event involve the sale of food?

Yes (No) Does the event involve the sale of alcohol?

If "YES" has the health department been notified?
  ➤ For events with food, a letter from the health department must be submitted 30 days prior to the event.
    o Health Department: (919) 731-1000
  ➤ The ABC Permit, issued by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. The event permit will not be issued until the ABC Permit is submitted.
    o NC ABC Commission: (919) 779-0700

(Yes) No Will there be **musical entertainment** at your event?   *Only pre-recorded music through sound system*
If "YES", please provide the following information:
  ➤ Amplification? ☐ Yes ☐ No

Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.

(Yes) No Will there be any **tents or canopies** in the proposed event site? If "YES", please provide the following information:
  ➤ Approximate Number of tents: ___1___
  ➤ Approximate Sizes: ___10' x 10'___
  ➤ Will any tent exceed 400 sq. feet in area?   ☐ Yes ☑ No

Note: It is the renter's responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro ordinance. A permit is required when using any type of tent.
  ▪ **City of Goldsboro Inspections Department (919) 580-4385**

(Yes) No Will you require **electrical hook-ups** for this event? (Please note that electrical availability is limited.)

Yes (No) Will **admission fees** be charged to attend this event?
If "YES", provide the cost(s) of all tickets: _____

Yes (No) Will **fees be charged to vendors** to participate in this event?
If 'YES", please provide the schedule of fees: _____

(Yes) No Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at http://www.goldsboronc.gov/special-events/.

*The temporary closing of a NC Department of Transportation Street would be at the discretion of the NC Department of Transportation.

VI. Miscellaneous:

Parking:

- How will overall patron parking be accommodated for this event? ___Downtown City of Goldsboro along Center Street and side streets to the west of Center St.___

Note: You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

April 2019

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of

Sunrise Kiwanis of Goldsboro from the City of Goldsboro and hereby agrees to indemnify

and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands,

expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted

against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any

acts or omissions, active or passive, related to operating an event on the city's property.

This the 1st day of _February_, 20 21.

Scott Edwards (SEAL)
Scott Edwards, Race Director
(Applicant & Authorized Representative of Event)

This form must be completed, signed and returned with the completed application.

April 2019

Greater Goldsboro 5k
Goldsboro, NC

USATF Certificate #NC18001BW
Effective Jan 22, 2018 to Dec 31, 2028

USATF
CERTIFIED COURSE

Route is 100% unrestricted
Runners have full use of all roads curb-to-curb

Jefferson

Mulberry

Walnut

1

Evergreen

2

Mulberry

Walnut

Center

Center

S

F

3

N
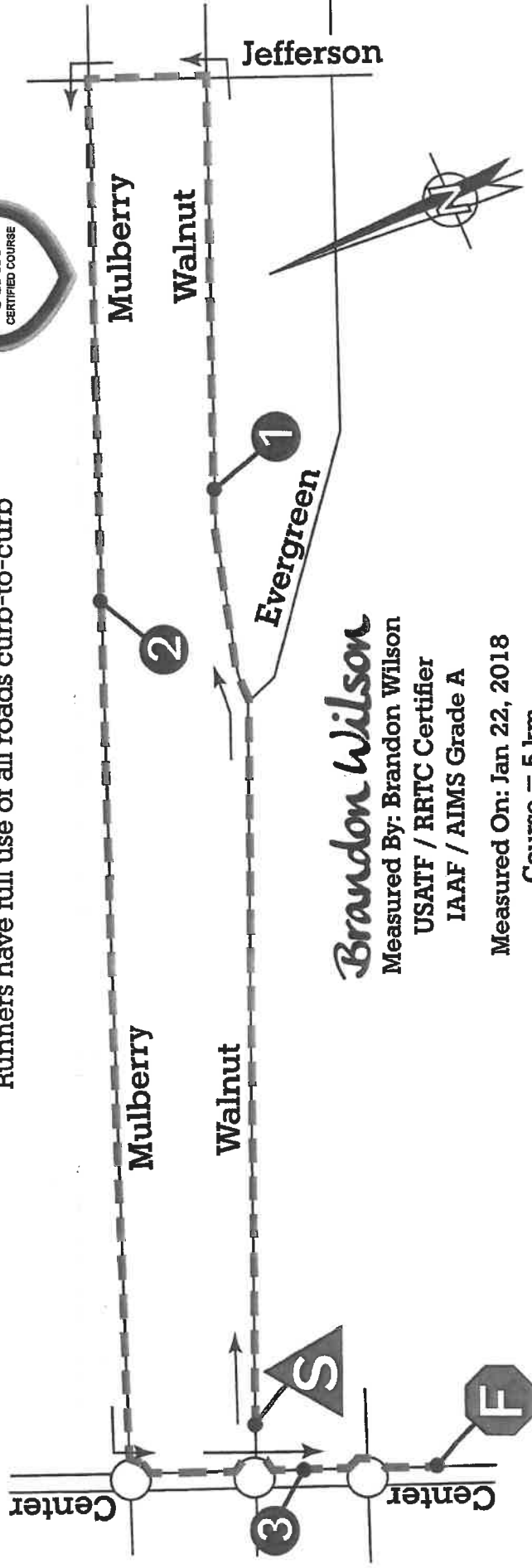
Brandon Wilson

Measured By: Brandon Wilson
USATF / RRTC Certifier
IAAF / AIMS Grade A

Measured On: Jan 22, 2018
Course = 5 km

Route

Start -on- E Walnut
Left -on- Jefferson
Left -on- E Mulberry
Left -on- S Center
Finish -on- S Center

Splits

1 Mile - At 1108 B E Walnut
2 Mile - At 1000 E Mulberry
3 Mile - At 116 S Center

FINISH DETAIL

The Finish is an imaginary line on S Center St perpendicular to the roadway intersacting a mag nail & washer "X" next to the curb. It is located between Chestnut and Spruce The nail is 12" 1" south of the southernmost edge of the rectangular iron storm drain
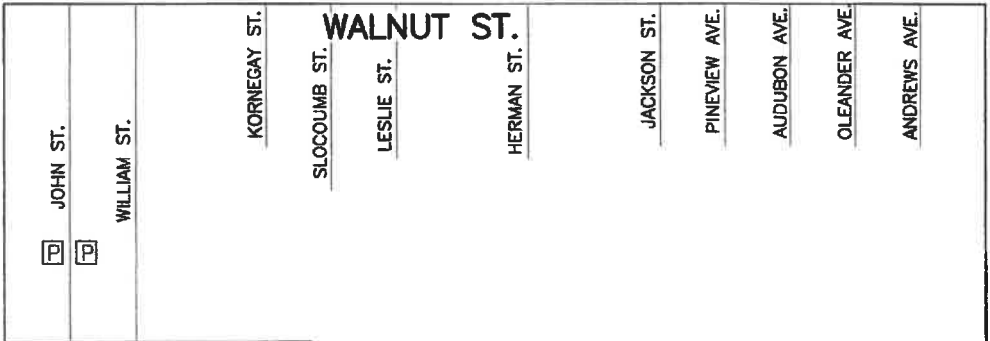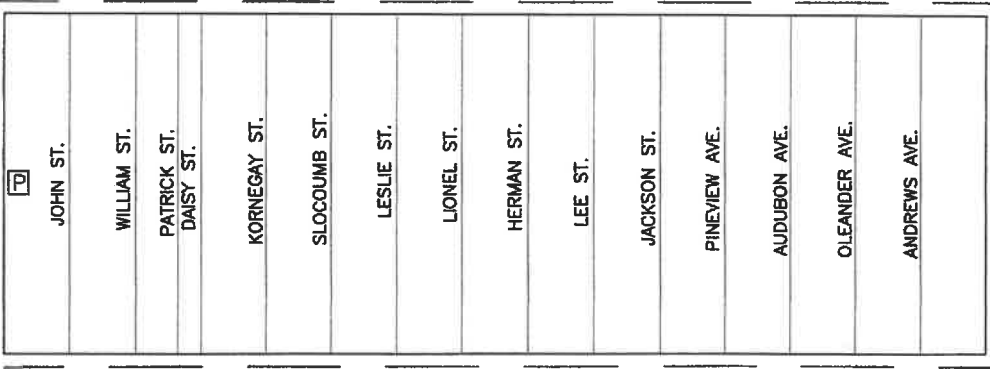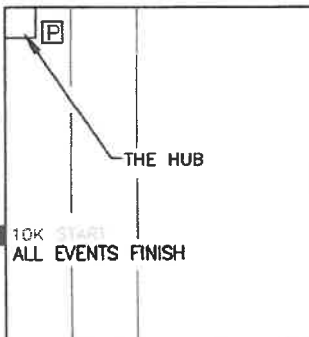
N

S. Center St

12' 1"

X

START DETAIL

The Start is an imaginary line on Walnut St perpendicular to the roadway intersacting a mag nail & washer "X" next to the curb. The nail is 4' 6" west of UPole# PEC 183P92

Walnut St

PEC 183P92

4' 6"

X

Greater Goldsboro 2-Loop 10k
Goldsboro, NC

USATF Certificate #NC18002BW
Effective Jan 22, 2018 to Dec 31, 2028

USATF
CERTIFIED COURSE

Route is 100% unrestricted
Runners have full use of all roads curb-to-curb

Jefferson

Mulberry

Walnut

Evergreen

Course = 2 Loops
1st time left, second time straight

Mulberry

Walnut

Brandon Wilson

Measured By: Brandon Wilson
USATF / RRTC Certifier
IAAF / AIMS Grade A

Measured On: Jan 22, 2018
Course = 10 km

Center

Center

S F
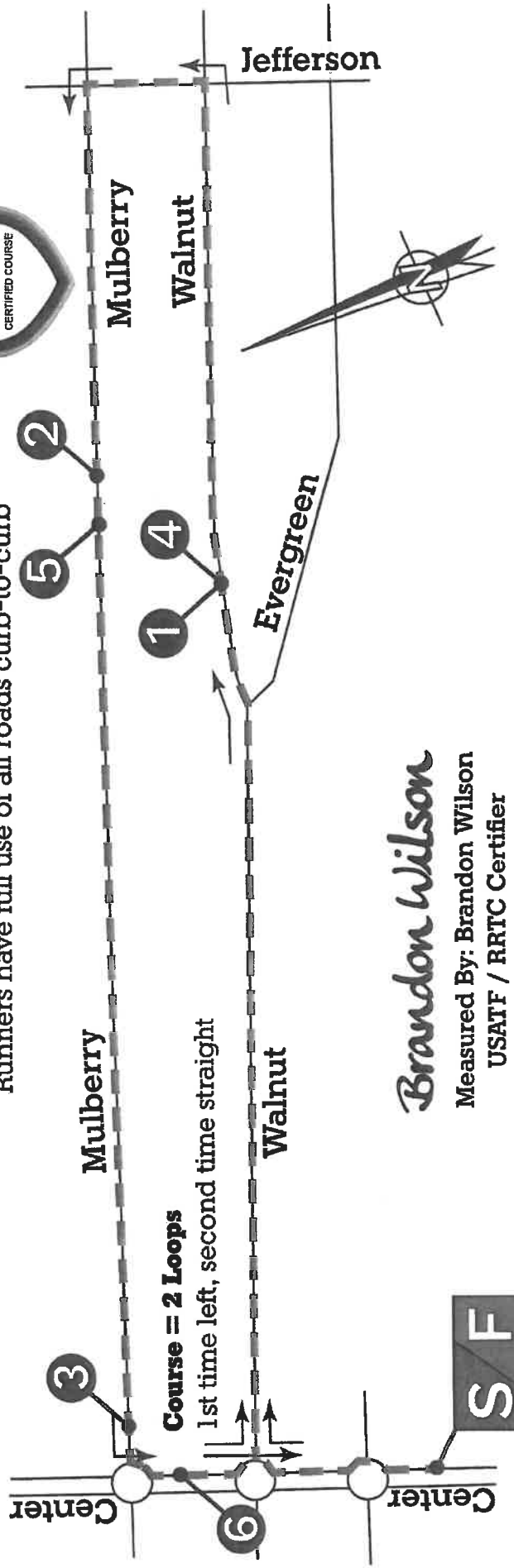
Route
Start -on- S Center
Right -on- E Walnut
-- Begin Loop 1 --
Left -on- Jefferson
Left -on- E Mulberry
Left -on- S Center
Left -on- E Walnut
-- Begin Loop 2 --
Left -on- Jefferson
Left -on- E Mulberry
Left -on- S Center
Finish -on- S Center

START / FINISH DETAIL

The Start and Finish are collocated.
They form an imaginary line on S Center St
perpendicular to the roadway intersacting
a mag nail & washer "X" next to the curb. It is
located between Chestnut and Spruce.
The nail is 12" 1" south of the southernmost
edge of the rectangular iron storn drain

S. Center St

12' 1"

Splits

1 Mile - At 1006 E Walnut
2 Mile - At 1108 E Mulberry
3 Mile - At 100 E Mulberry
4 Mile - At 1006 E Walnut
5 Mile - At 1104 E Mulberry
6 Mile - At 136 N Center

ASH ST.

MULBERRY ST.

N. CENTER ST.

JEFFERSON ST.

P

P

JOHN ST.
WILLIAM ST.
PATRICK ST.
DAISY ST.
KORNEGAY ST.
SLOCOUMB ST.
LESLIE ST.
LIONEL ST.
HERMAN ST.
LEE ST.
JACKSON ST.
PINEVIEW AVE.
AUDUBON AVE.
OLEANDER AVE.
ANDREWS AVE.

5K START

WALNUT ST.

KORNEGAY ST.
SLOCOUMB ST.
LESLIE ST.
HERMAN ST.
JACKSON ST.
PINEVIEW AVE.
AUDUBON AVE.
OLEANDER AVE.
ANDREWS AVE.

S. CENTER ST.

JOHN ST.
WILLIAM ST.

P P

CHESTNUT ST.

P

THE HUB

10K START
ALL EVENTS FINISH

SPRUCE ST.

JOHN ST.
WILLIAM ST.

PINE ST.

1-MILE START

2021
GREATER GOLDSBORO
ROAD RUN

— — —   1-MILE FUN RUN/WALK ROUTE

————   5K ROUTE

- - - - -   10K ROUTE

P   PARKING

CERTIFICATE OF LIABILITY INSURANCE

ACORD®

DATE (MM/DD/YYYY) 1/27/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		
Hylant - Indianapolis 10401 North Meridian St, Ste 200 Indianapolis IN 46290	CONTACT NAME: Lisa Christenson	
	PHONE (A/C, No, Ext): 317-817-5172	FAX (A/C, No): 317-817-5151
	E-MAIL ADDRESS: kiwaniscert@hylant.com	

	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A :	Lexington Insurance Company	19437
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED KIWAN03
Kiwanis International, All Clubs and Their Members
3636 Woodview Trace
Indianapolis IN 46268

COVERAGES CERTIFICATE NUMBER: 1867241128 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y		013136005	11/1/2020	11/1/2021	EACH OCCURRENCE	$2,000,000
	CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$500,000
							MED EXP (Any one person)	$5,000
	X Liquor Liability						PERSONAL & ADV INJURY	$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:						Liquor Liability	$1,000,000
A	AUTOMOBILE LIABILITY			013136005	11/1/2020	11/1/2021	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N		N/A				PER STATUTE [ ] OTH-ER [ ]	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$
A	Self-Insured Retention			013136005	11/1/2020	11/1/2021	All Claims	$75,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Certificate Holder and others as defined in the written agreement are additional insured subject to the terms, conditions, and exclusions on the policy with respect to the General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included).
April 17, 2021 or any future date in the policy term.
Kiwanis sponsored Greater Goldsboro Road Run
Held at along various streets in the City of Goldsboro, NC
Sunrise Kiwanis Club of Goldsboro

CERTIFICATE HOLDER	CANCELLATION
City of Goldsboro, NC North Center Street P.O. Drawer A Goldsboro NC	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE *Judy K. Wilson*

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

** Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.

**For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.

Agreement

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature: _____*Scott Edwards*_____ Date: ___2/1/2021___

Organization: _____*Sunrise Kiwanis of Goldsboro*_____

Please return this application and all supporting documentation by email, mail or in person to:
Goldsboro Police Department
Community Police Services
204 S. Center Street
Goldsboro, NC 27530
jadams@goldsboronc.gov

CANCELLATION POLICY: Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Sgt. Jason Adams at jadams@goldsboronc.gov.

For Inner Office Use Only:

_____*Sgt Adams*_____   ___2-1-2021___
Goldsboro Police Department Representative   Date

_____*Erin Fonseca*_____   2/1/2021
Downtown Goldsboro Representative   Date

_____   _____
City Manager's Signature   Date
(Use of City Owned Lots and Non-Street Closings)

5

April 2019

Safer In-Person Races

What is a safer in-person race?

A safer in-person race is similar to a traditional in-person race, but with some important changes to help ensure the safety of participants & volunteers, as well as comply with state and local guidelines.

Run the East has been working with safer in-person races since June 2020 and we have provided guidance to both race organizers and local officials on how to safely host races during the ongoing pandemic.

Safety Guidelines

- Smaller starting groups (or individuals); runners don't arrive until their time and leave once they finish
- Online sign-up only
- Social distancing before & after the race
- Face coverings required while not running (and for all volunteers/staff)
- No aid stations (runners bring their own hydration)
- Any post-race refreshments pre-packaged; runners pick up after finishing
- No spectators
- No post-race gathering or activities
- Awards done online (not in-person)

Benefits of In-Person

- Many participants are happy to have in-person options and comply with guidelines
- Successful safe events have built trust among participants
- Participation has grown, number of events increasing as well

CITY OF GOLDSBORO
AGENDA MEMORANDUM
February 15, 2021

SUBJECT: Adoption of the revised City of Goldsboro Emergency Operations Plan

BACKGROUND: The City of Goldsboro activates the Emergency Operations Plan (EOP) to assist with the management of incidents/events that threaten to overwhelm the day-to-day functions and/or capabilities of local government. Through effective leadership, the emergency management function maintains a state of readiness in preparation for the potential threat and/or occurrence of any natural or man-made incident/event that could adversely impact the City of Goldsboro

DISCUSSION: The EOP reflects local operations and the manner in which coordination with County and other outside resources will take place. Through adoption, the City becomes better prepared to respond to any emergency. The plan identifies key roles and responsibilities, defines primary and support roles of departments, outlines the steps for coordination, and establishes an incident management system consistent with the National Incident Management System.

RECOMMENDATION: It is recommended that the attached Resolution for the adoption of the revised Emergency Operations Plan be approved.

DATE: __2/10/21__

Joseph W. Dixon, Fire Chief

DATE: __2/10/21__

Timothy Salmon, City Manager

RESOLUTION NO. 2021-

RESOLUTION TO ADOPT THE REVISED CITY OF GOLDSBORO EMERGENCY
OPERATIONS PLAN

WHEREAS, G.S. 166A-19 (North Carolina Emergency Management Act) sets forth the authority and responsibility for state and local agencies in prevention of, preparation for, response to, and recovery from natural or man-made emergencies; and

WHEREAS, the City of Goldsboro has deemed it necessary to review and update the plan on an annual basis; and

WHEREAS, the City of Goldsboro has authorized a Certified Emergency Manager to revise an Emergency Operations Plan (EOP) to provide prompt and effective emergency response procedures to be followed in the event of a major emergency or disaster; and

WHEREAS, the City of Goldsboro will coordinate emergency prevention, mitigation, preparedness, response activities in a manner consistent with G.S. 166A- 19; AND

WHEREAS, the City of Goldsboro has developed, in partnership with stakeholders a comprehensive EOP in compliance with the G.S. 166A- 19.

NOW THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Goldsboro, that:

1. The Goldsboro City Council hereby approves and accepts the revised Emergency Operations Plan

2. This resolution shall be in full force and effect from and after the _____ day of _____ 2021.

_____
Mayor

ATTEST:

_____
City Clerk

GOLDSBORO EMERGENCY OPERATIONS PLAN

Prepared by: Joe Dixon, *CEM*

January 2021

Promulgation and Approval

The City of Goldsboro Emergency Operations Plan (EOP) provides guidance for those with emergency management responsibilities. The EOP provides preparedness guidance, as well as specific guidance to those activated in the event of an emergency in order to save lives, enhance the health of citizens, and protect property and or the environment.

This EOP complies and is consistent with the National Incident Management System (NIMS), the Federal Emergency Management Agency's (FEMA's) standards on EOP organization for a local jurisdiction, and the North Carolina General Statute 166A (G.S. 166A).

Authority for emergency management in the City of Goldsboro resides with the City Manager and to those to which he/she delegates. In accordance with The City of Goldsboro Code, all department directors have roles in the city's emergency management program and take part in the coordination of preparation, response, mitigation, and recovery activities associated with any emergency or disastrous event.

This EOP was reviewed by external stakeholders and internal department representatives. Department heads are tasked with primary responsibility for the management and implementation of emergency support functions (ESF). It is now awaiting review by the City Council. Upon completing the review process, It will be officially adopted and promulgated.

This promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation. The promulgation of this EOP further affirms the City of Goldsboro's support for emergency management, and a safe and resilient community.

All departments, and employees of the City of Goldsboro shall abide by and cooperate fully with the actions described in the plan once it is executed. This document supersedes all previous versions and other iterations of this plan.

Signed:

Timothy Salmon, City Manager   12/22/20
                                                        Date

Table of Contents

Record of Revisions and Changes

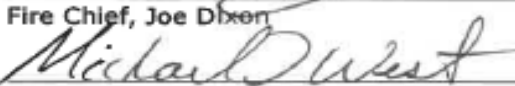| Change Number	Date of Change	Basic Plan and/or ESF	Date Entered	Change Made By (Signature)
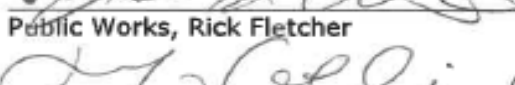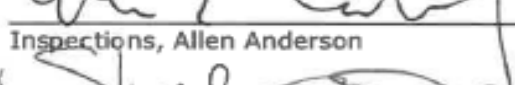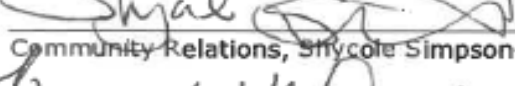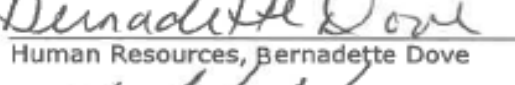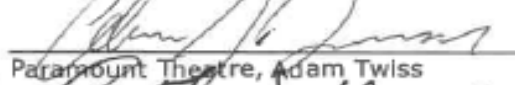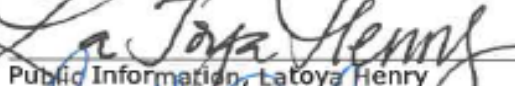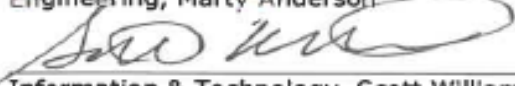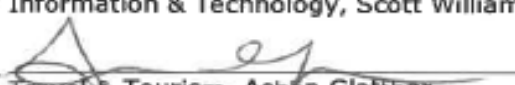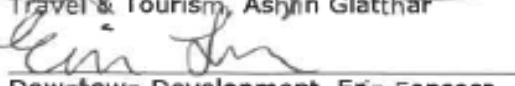
Emergency Operations Plan (EOP) Revision Team

The City of Goldsboro is indebted to the following individuals for the expertise, time, and effort, devoted to developing this plan.

1. Joe Dixon, *Goldsboro Fire Chief/Team Leader*

2. Randy Guthrie, *Assistant City Manager*

3. Joshua Stine, *Goldsboro Police Captain*

4. Felicia Brown, *Parks and Recreation Director*

5. Dr. Donna Lake, *Educator/Activist*

6. Taj Pollack, *Councilman/Educator*

7. Gary Holland, *Goldsboro Fire Captain*

8. Sherry Archibald, *United Way Director*

9. Sean Quinby, *USAF GS 13*

10. James Farfour, *Goldsboro Deputy Fire Chief*

11. Dr. Anthony Slater, *Goldsboro Fire Department Chaplain/Activist*

12. Kriquette Davis, *Activist*

13. Mark Colebrook, *Educator/Activist*

14. Bobby Jones, *Activist*

Signatories to the City of Goldsboro Emergency Operations Plan (EOP)

The following signatures document that all entities within the City of Goldsboro tasked within the Emergency Operations Plan have coordinated their portion of the plan and are committed to its effective implementation. The Wayne County Emergency Management Plan and its supporting Emergency Support Functions dated 2015 ed, is adopted as the over-arching plan for the provision of emergency management services when life-saving and property protection services cannot be accomplished with city resources.

Fire Chief, Joe Dixon   12-21-2020
Date

Police Chief, Mike West   12.21.2020
Date

Finance, Catherine Gwynn   12/14/2020
Date

Public Works, Rick Fletcher   12-11-2020
Date

Planning & Zoning, Jennifer Collins   12-18-2020
Date

Inspections, Allen Anderson   12-9-2026
Date

Community Relations, Shycole Simpson-Carter   12-9-2020
Date

Human Resources, Bernadette Dove   12-21-20
Date

Public Utilities, Mike Wagner   12-11-2020
Date

Paramount Theatre, Adam Twiss   12-11-2020
Date

Public Information, Latoya Henry   12-10-2020
Date

Engineering, Marty Anderson   12-22-2020
Date

Information & Technology, Scott Williams   12/14/2020
Date

Travel & Tourism, Ashlin Glatthar   12/14/2020
Date

Downtown Development, Erin Fonseca   12/21/2020
Date

Parks & Recreation, Felicia Brown   12-15-2020
Date

1. Introduction

This document is the Emergency Operations Plan for Goldsboro, North Carolina and serves as a framework to enable the City to prepare to manage hazards that threaten the lives and property of the citizens, businesses and visitors in our community. It is an all-hazards plan and is designed to ensure coordinated and effective emergency action by all elements of our community by outlining their responsibilities in advance of such situations as natural and man-made disasters, acts of terrorism and enemy attack, civil disobedience and other disruptive emergencies. The Emergency Operations Plan provides the outline by which organized resources, volunteer agencies, and the general public will operate to reduce the destruction that such disasters can create. Strong and effective emergency management requires participation from all facets of the community at each level. The whole community approach is a "best practice" that we adhere to.

1.1 Purpose

The purpose of this plan is the development of an emergency operations plan that is well organized, logical, easy to understand, and is designed to-

- reduce the loss of life and property of Goldsboro residents, property owners, businesses and visitors due to natural, technological and/or made disasters;

- provide an efficient and comprehensive structure that is compliant with the National Incident Management system;

- manage emergency operations within Goldsboro by coordinating the use of available governmental, private, industrial, civic and volunteer resources; and

- Coordination with Wayne County in recovering from emergency situations through an immediate and coordinated effort.

1.2 Scope

The scope of this plan-

- establishes official policies, program strategies and planning assumptions for disaster preparedness, response, recovery and mitigation;

- provides a city-wide scope and encompasses coordination with local Community Based Organizations and those of the County, State, and Federal government;

- provides an all-hazard organizational structure for emergency operations;

- provides basic direction and control for all levels of a disaster to establish a consistent and unified approach to emergency management operations;

- assigns specific functional responsibilities to the appropriate local departments and agencies in the City of Goldsboro as well as groups from the private sector and volunteer organizations;and

- defines the means of coordinating municipal, state and federal partners to achieve the maximum utilization of available resources;

2. Planning Situations and Assumptions

Goldsboro is a city in Wayne County, North Carolina, United States. As of July 1, 2019, the population was estimated at 34,186 by the United States Census Bureau. The city is situated in North Carolina's Coastal Plain and is bordered on the south by the Neuse River and the west by the Little River. Goldsboro is home to Seymour Johnson Air Force base.

In the development of this plan, the following was considered:

2.1 Situations:

- All disasters begin locally

- a disaster may occur with little or no warning, and may escalate rapidly;

- disaster effects may extend beyond county boundaries and many areas of the state may experience casualties, property loss, disruption of normal life support systems, and loss of regional, economic, physical, and social infrastructures;

- emergency response personnel may become casualties and experience damage to their homes and personal property and become "victims" of the disaster;

- disasters differ in character by magnitude, severity, duration, onset, distribution, area affected, frequency, and probability, increasing the difficulty of plan development;

- all organizations in the City of Goldsboro will continue to respond to disaster events utilizing SOPs until deterioration occurs of effective inter- and intra-organizational communications, involvement of multiple response agencies becomes essential, and/or internal resources are exhausted;

- the Emergency Management command and control structure is based on a bottom-up approach to response and recovery resource allocation. Local EOC to the Wayne County EOC, to the State EOC, to the federal government - with each level exhausting its resources prior to elevation to the next level;

- disaster support from agencies outside the county may take 72 hours or more to arrive;

- effective disaster preparedness requires continual public awareness and education programs, to enable citizens to take appropriate action;

- evacuation and shelter strategies must be based on citizen cooperation and best-available shelter options;

- convergent groups of responders, public, and outside resources hinder the local effort. This includes traffic congestion, unsolicited supplies and donations, and extra strain on degraded lifelines and facilities;

- there may be competition among citizens and communities for scarce resources; and

- given limited transportation capacity, a large vulnerable local population, and a shelter deficit, evacuation time may be insufficient to meet clearance time thresholds for evacuations.

2.2 Assumptions:

- The Wayne County Office of Emergency Management Agency is the lead emergency planning agency for Wayne County and has developed basic planning policies, guidelines, and an Emergency Operations Plan;

- the City of Goldsboro EOP is aligned with the Wayne County Emergency Management plan. Both plans are updated annually;

- the EOP is distributed to all Emergency Operations Center (EOC) staff, support staff, and upon request;

- the EOP outlines the City of Goldsboro's organizational structure along with the roles and responsibilities of all partner agencies;

- each Emergency Support Function (ESF) has been developed through planning sessions and continually reviewed by the primary agency;

- each lead and support agency is required to develop, update, and distribute operational procedures and ensure consistency with the EOP and define specific internal procedures;

- the EOP will be updated as changes occur or according to state and federal requirements;

- local resources may be made available to respond to incidents affecting any area of the county;

- local governments will fully commit their resources before requesting assistance from the County, but may be unable to satisfy all emergency resource requests during an incident;

- state assistance will be requested when incident response relief requirements exceed the county's capability. State assistance will be provided under the provisions of the National Response Framework (NRF);

- Emergency and disaster occurrences could result in disruption of government functions. This necessitates all levels of local government and departments develop and maintain standard operating procedures to ensure continuity of government. These procedures will address depth of staffing, lines of succession, and modes of operation;and

- the federal government will provide funds and assistance to areas of the County declared major disaster areas by the President.

3. Phases of Emergency Management

Figure 3.1: Phases
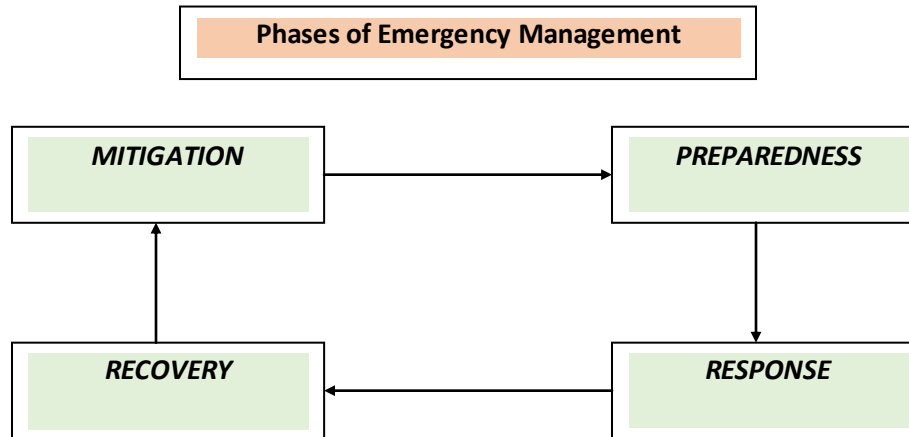
The commonalities among emergencies suggest that many of the same management strategies can be applied to all emergencies. The comprehensive management of emergency situations can also be separated into four phases. The four phases of emergency management are interconnected and may overlap.

3.1 Mitigation

Mitigation consists of the continuous activities designed to reduce or eliminate risks to persons and property. Mitigation measures are often developed in accordance with previous lessons learned and may be implemented prior to, during, or after an incident in order to lessen the actual effects or consequences of an incident. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include education on what public and private entities can do to reduce loss and injury.

3.2 Preparedness

Preparedness encompasses a wide range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

3.3 Response

Response encompasses activities which address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and execution of incident mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes.

3.4 Recovery

The objective of the Recovery Phase is to return the area to normal as soon as possible. However, this phase may extend for a lengthy time depending upon the effects of the incident and the resources available to cope with them. It is not unusual for this period to take more than 5 years. The development, coordination, and execution of service- and site- restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that:

- identify needs and define resources;

- provide housing and promote restoration;

- address long-term care and treatment of affected persons;

- implement additional measures for community restoration;

- incorporate mitigation measures and techniques, as feasible;

- evaluate the incident to identify lessons learned; and

- develop initiatives to mitigate the effects of future incidents.

4. Hazard Identification and Risk Analysis

Figure 4.1: Visualizing Risk
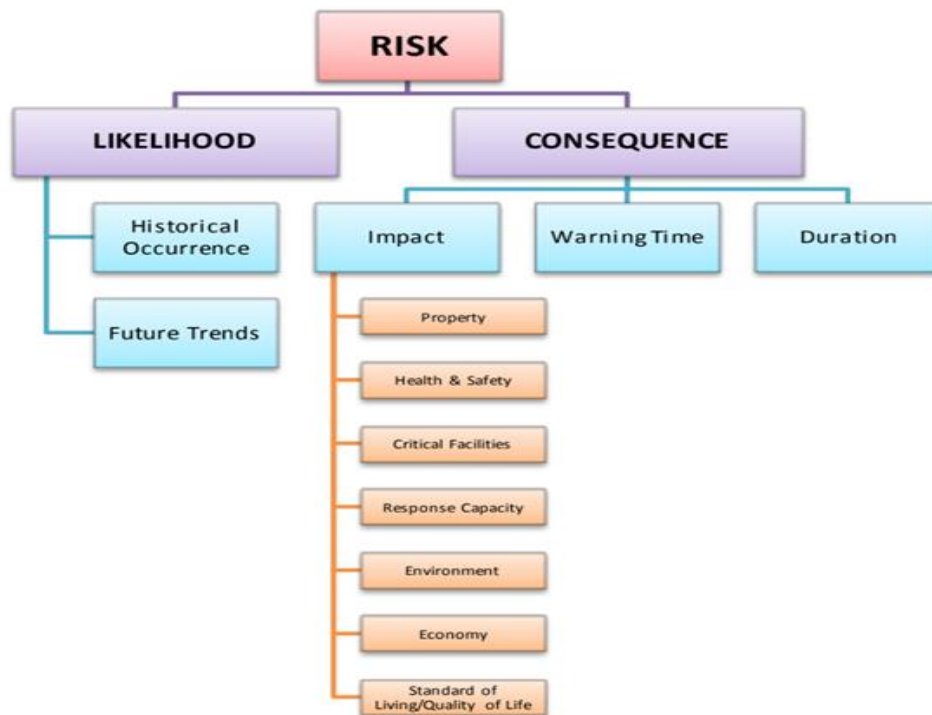
The City of Goldsboro is located in Wayne County, North Carolina and covers 28 square miles. According to 2019 U.S. Census Bureau data:

City Demographics

Total Population: 34,186
Total Square Miles: 28
Total Housing Units: 16,205

Race Breakdown
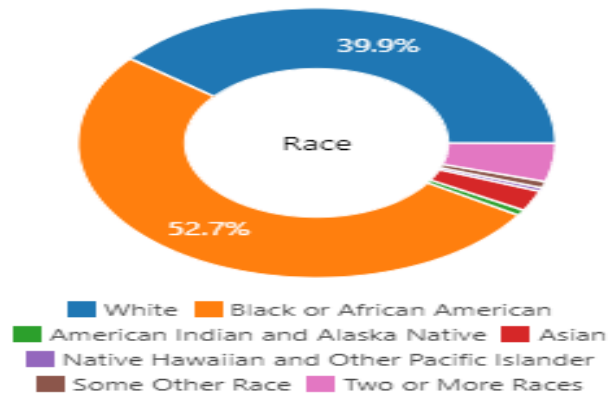
Age Breakdown
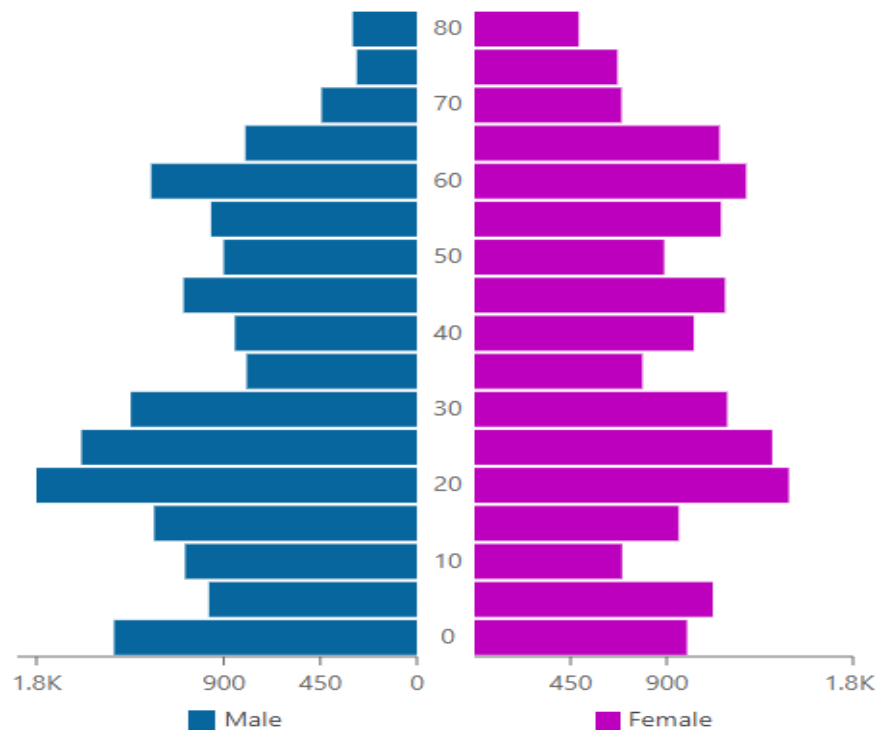
Languages spoken

Goldsboro Nc Language by Age

| All Ages | 5-17 | 18-64 | 65+ |

90.5%

Languages

■ Only English ■ Spanish ■ Other Indo-European Languages
■ Asian and Pacific Island Languages ■ Other Languages

Income and Poverty

Native
Black
Multiple
Hispanic
White
Asian

0   0.15   0.3   0.45   0.6

■ rate
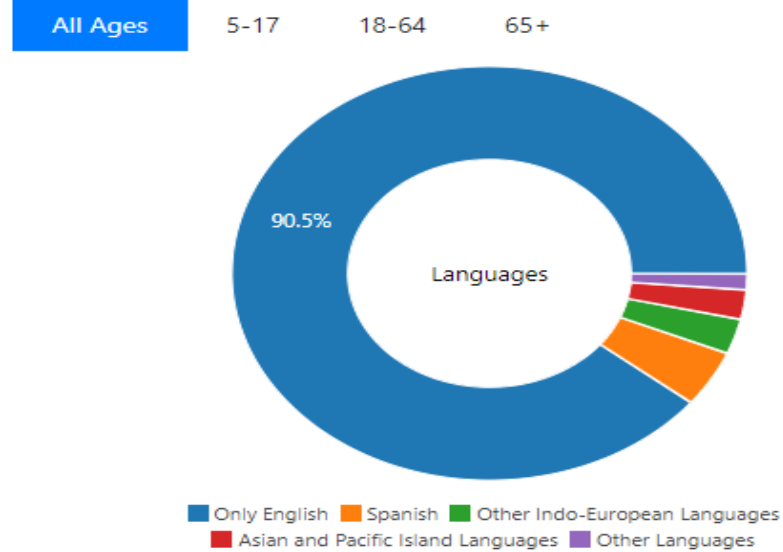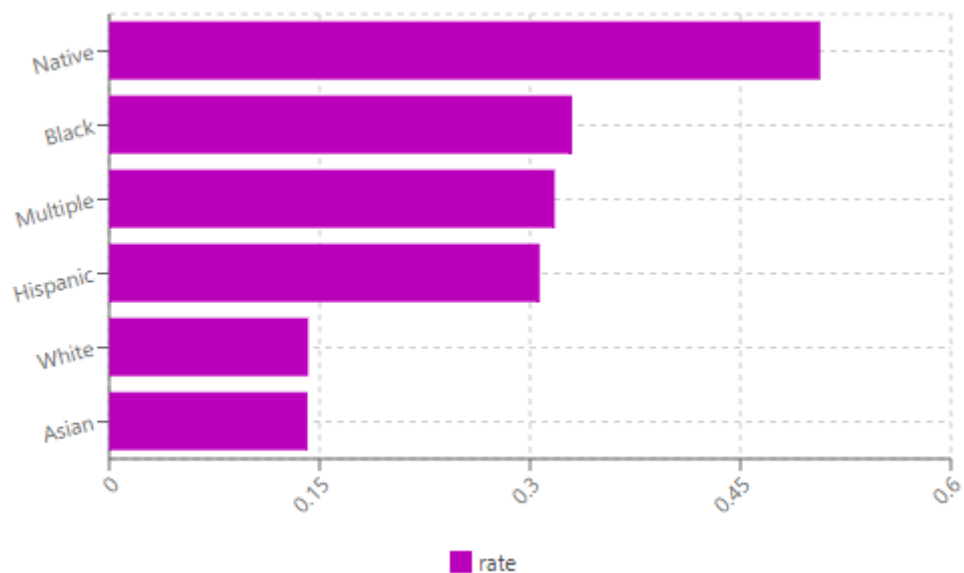
The race most likely to be in poverty in Goldsboro is Native, with 50.68% below the poverty level.

The race least likely to be in poverty in Goldsboro is Asian, with 14.13% below the poverty level.

Bridge Vulnerability

- CSX- Neuse River Bridge
- NS- Little River Bridge

Dam Vulnerability

There are four major dams that present risks to the City of Goldsboro:

- Wells Lake A (I),
- Thomas Bass (H),
- Sleepy Creek (H),
- and Lake Wackena (H)

Terrorism
Possible targets in the City include (transportation corridors, historical sites, government centers, industrial plans, and agricultural production sites). CBRNE (Chemical, Biological, Radiological, Nuclear, Explosives) are agents that may be illegally employed to promote a specific philosophy or goal

List critical infrastructure

Address/list hospitals, days care, schools, nursing/assisted living facilities **(FOUO)**

Figure 4.2: Hazard Categories for the City of Goldsboro

No population area is hazard-free and the impact varies according to seasonal and climatic factors, creating continual vulnerability to the threat of such hazards. The Hazard Analysis for Goldsboro indicates the greatest hazards continue to be:

NATURAL HAZARDS	ADVERSARIAL/INTENTIONAL HAZARDS	TECHNOLOGICAL/ACCIDENTAL HAZARDS
Drought	Chemical/Biological Attack	Utility Disruption
Earthquake	Radiological Attack	Structure Fire
Flood	Nuclear Blast	Transportation Hazard
Hurricane/Tropical Storm	Active Shooter	Dams Failure
Lightning	Cyber/Communications Infrastructure Attack	Unintentional Chemical/Biological Substance release/Hazard
Animal/Plant Infestation	Explosives	Unintentional Radiological Substance Release
Severe Winter Storm	Civil Unrest	Unintentional Cyber/Communications Infrastructure Failure
Wildfire		

5. Communications

The need to ensure that first responders can communicate with one another when needed is vital in our efforts to keeping our community safe. Communications consists of both voice interoperability and data interoperability. Interoperability is the principle that different systems are compatible and able to work together. Voice interoperability is the ability for public-safety officials to share information via voice signals on demand, in real time, when needed, and as authorized. Data interoperability is the ability of public-safety officials to share information via data signals on demand, in real time, when needed, and as authorized. The use of mobile-data communications in the roadside environment is the fastest emerging technology tool to assist first responders.

On a daily basis, communications abilities occur through a variety of methods in Wayne County. Some of these methods include the following:

5.1 Public Safety

Wayne County 911 is the single point of communications for all law enforcement and emergency services agencies in the City of Goldsboro.

Additionally, Wayne County E911 has direct communications capabilities with agencies that augment public safety in Wayne County such as:

- North Carolina Highway Patrol
- Seymour Johnson Air Force Base

Communications are by two-way radio between Wayne County E911 Dispatch and the emergency responders. Wayne County has established a network of repeaters and satellite receivers throughout the community to enhance responders' abilities to communicate with one another.

5.2 Amateur Radio

The City of Goldsboro has access to amateur radio communications through its association with local Amateur Radio Emergency Services (ARES). This is a private organization of active amateur radio operators with the purpose of supporting communications continuity in time of crisis.

5.3 Mutual Aid and Interoperability MOU

In partnership with the North Carolina State Highway Patrol (SHP), every first responder has the ability to communicate with one another during an incident.

Wayne County has a memorandum of understanding with the SHP for mutual aid and interoperability. This provides authorization to operate on radio frequencies granted and assigned to the SHP by the Federal Communications Commission. These channels are collectively referred to as the Mutual Aid Frequencies and are offered to applicant agencies who agree to abide by the rules of use. The Mutual Aid program is provided to applicant agencies at no cost, and may be used with existing radios currently in use. The SHP staffs the program so no additional personnel resources are required by participating agencies. By virtue of signing and submitting an MOU, the applicant affirms it will comply with the operational and technical guidelines, and the terms prescribed within the agreement.

6. Early Warning/Notifications/Alert System

Reliable early warnings can substantially improve and coordinate responses. Timely and accurate warnings can help people take actions that save lives, reduce their losses and reduce human suffering. Equally important is the benefit emergency services organizations receive from early warnings by being prepared to respond rapidly with the appropriate resources. Getting accurate and timely information to the public and to emergency responders is critical during an emergency/disaster. More than one method of notification provides redundancy in addition to reaching a larger percentage of the population. The following are used in Wayne County:

National Warning System	Emergency Alert System	CodeRED
Local Government Radios	Sirens, horns, PA systems	National Weather Service
Telephone	N.C. Division of Criminal Information	

The Emergency Alert System (EAS) provides a method of alerting the public that a potential emergency situation exists. The public should quickly seek shelter and should listen to sources of communication that can provide information to them. Such information sources may include:

- all hazards/weather radio with broadcasts by the National Weather Service;

- AM/FM radio broadcasts; and/or

- Television

- Internet programming

7. Direction and Control

The City Manager and or his/her designee is responsible for emergency operations within the city limits.

A well-defined framework for an integrated emergency management system is required to support the mitigation, preparedness, response and recovery activities of a disaster incident which impacts, or may impact, residents and property in the City. The policies in this document provide for a centralized and coordinated response and allocation of resources using a command structure which is capable of adapting to changes in the situation.

8. Concept of Operations

As required by General Statute § 166A-19.15, it is the responsibility of City/County government to organize and plan for the protection of life and property from the effects of hazardous events or disasters. All incidents within the City of Goldsboro begin with an initial level of response and escalate as needed to mitigate the incident. Resources will respond in accordance with the need (s). Additional support and resources will be requested as needed through Wayne County OES.

8.1 Emergency Operations Plan (EOP) Implementation

The implementation of this plan and activation of the DOC/JOC/EOC will occur simultaneously. The level of activation and implementation will be based on the severity and scope of the incident and at the discretion of the City Manager or his/her designee. Any Department Head or coordinating agency may establish a DOC and or JOC.

8.2 Continuity of Operations and Government

Continuity of Government (COG) is defined as the as the ability to continue essential government and business functions across a broad spectrum of emergency situations, whether natural or man-made. The City of Goldsboro also has a Continuity of Operations Plan (COOP) plan that ensures the continuous function of the City's operations during an emergency. The COOP/COG plans are updated annually in the month of January.

8.3 Organization

Under § 166A-19.15, the County Manager of each county shall appoint an emergency management (EM) coordinator/director who has direct responsibility for the organization, administration, and operation of the local organization for disaster and emergency response. The Chief Executive retains legal responsibility for development and implementation of the emergency preparedness program. In Wayne County, the coordinator of the Wayne County Office of Emergency Management has these responsibilities for the county as well as all cities within the County.

The EOC Standard Operating Procedures describe the activation, staffing, assigned responsibilities of EOC personnel and detailed agency representatives and the operations of the EOC. These are maintained by the Wayne County Emergency Management Coordinator. Copies are kept at EOC primary and alternate sites.

When requested by the County, the North Carolina Emergency Management Division will initiate and coordinate the response operations of state agencies assisting the county.

All responses shall utilize an Incident Command or Incident Management System. Below is the structure under which the City of Goldsboro and all responding or assigned resources shall operate:

Figure 8.1 Standard ICS Chart

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                    ┌───────────────────────┐
                    │     WAYNE COUNTY       │
                    │   EOC COORDINATOR      │
                    └───────────────────────┘
                                │
        ┌───────────────────────┴───────────────────────┐
  ┌─────────────────┐                          ┌─────────────────┐
  │ PUBLIC INFORMATION │                       │     LIAISON     │
  └─────────────────┘                          └─────────────────┘

  ┌─────────────────┐
  │     SAFETY       │
  └─────────────────┘
        │
  ┌─────┴──────┬──────────────┬──────────────┐
┌────────┐ ┌──────────┐ ┌───────────┐ ┌──────────┐
│PLANNING│ │OPERATIONS│ │ LOGISTICS │ │ FINANCE  │
└────────┘ └──────────┘ └───────────┘ └──────────┘
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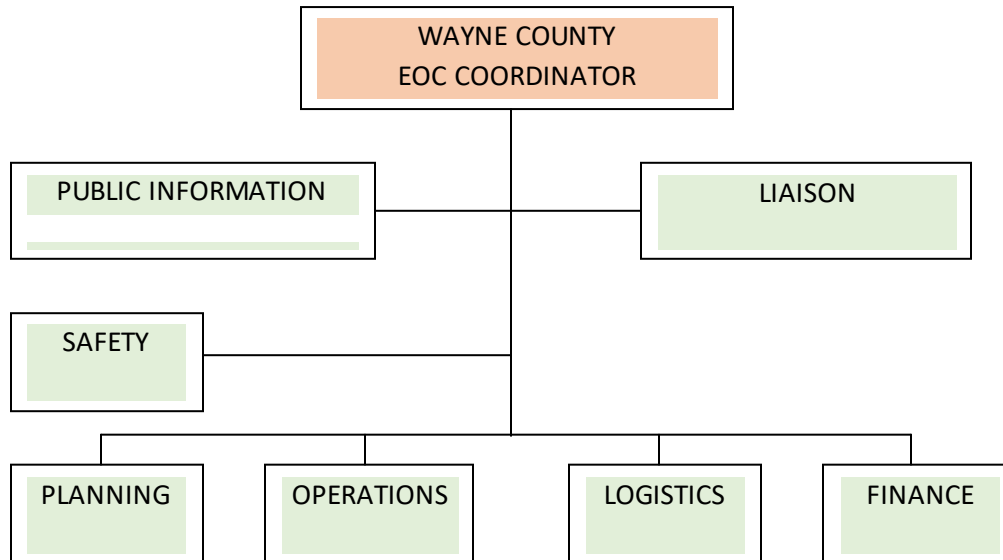
8.4 Wayne County Emergency Operations Center (EOC):

Upon activation, Wayne County Government maintains an Emergency Management Coordinator to oversee Emergency Operations Center (EOC) staff in coordination of government and private response to an incident. Resources operate from the Wayne County Office of Emergency Services Headquarters. The EOC may be activated by the County Commissioners Chair, County Manager, or Emergency Management Coordinator.

Wayne County has a primary Emergency Operations Center and an alternate Emergency Operations Center site.

8.4.1 EOC Activation Levels

Level 5 – This is the lowest level of incident or event and can be generally managed by the Emergency Management Director or designee and will not require deployment of more than one county resource as a normal requirement. The incident or event is of limited duration and will be closed out within one operational period (24 hours).

Level 4 – This is the next level of incident or event and will require a higher level of management than just the Emergency Management Director and one additional personnel. This level of incident or event will require multiple resources, but is not expected to be a long-term event. A limited formal activation of the Wayne County EOC and Incident Command System structures may be required, but only to maintain situational awareness and adequately report actions taken by deployed assets. The incident or event is of a limited duration and will be closed out within one or two operational periods.

Level 3 – This Level of incident or event is of greater complexity than the previous two and requires immediate activation of the Wayne County EOC and Incident Command System structure to manage multiple resources over an extended period of time to meet significant needs of local First Responders and agencies within Wayne County. This will require the development and implementation of the EOC-Action Plan and likely have a significant impact on Wayne County staff. Agency representatives shall be notified as needed. The incident is of an extended duration and will be managed through several operational periods.

Level 2 – This level of incident or event will require all actions taken under a Level 3 plus activation of all the Wayne County EOC/Incident Command System structure. Resources will be drawn from multiple assets across the county and may include the introduction of state resources. The incident is of an extended duration and can not be closed out within a clearly defined number of operational periods.

Level 1 – This incident or event may be considered a catastrophic incident or of high impact that will require the full activation of all local, county and state assets and the full integration of the Wayne County EOC/Incident Command System with state, and possibly federal, resources. This level of activation will be characterized by the full integration of EOC operations as needed for long-term operations over many operational periods.

8.4.2 Deactivation of DOC/JOC/EOC

The deactivation of ANY type of operations center shall be determined by the progress made in achieving the objectives of the incident action plan. Plans to scale down will be a joint decision of the Center Manager in conjunction with the City Manager/Mayor/Policy Team as applicable. Some ESFs may deactivate prior to others depending on the situation.

8.5 City of Goldsboro Emergency Operations

During a disaster, the City Manager may activate an Emergency Operations Center (EOC) to support the responding agencies through the Incident Commander(s). The EOC serves as the point for collection, analysis, and dissemination of disaster related information for response agencies and the public. The EOC is staffed and operated by trained representatives from City government and other key response and recovery organizations. Departments may activate individual Operations Centers (DOC) or Joint Operations Centers (JOCS) as appropriate.

The agencies and departmental representatives are organized according to the function they are tasked to support such as Law Enforcement, Firefighting, Mass Care and Social Services. These functions are designated Emergency Support Functions (ESFs), each of which has an appointed ESF Coordinator and reports to the EOC as requested. While operating in an activated EOC, each ESF Coordinator will act as a liaison for their agency and coordinate all information through the EOC.

The Emergency Support Functions (ESF) provides the structure for coordinating interagency support for this community's response to an incident. The ESFs are mechanisms for grouping functions most frequently used to provide support to responders during disasters and emergencies. The Incident Command System provides for the flexibility to assign ESF and other stakeholder resources according to their capabilities, tasks, and requirements to augment and support the other sections of the Emergency Operations Center in order to respond to incidents in a more collaborative and cross-cutting manner.

Each ESF Annex identifies the coordinator and the primary and support agencies pertinent to the Emergency Support Function. Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, response, and recovery activities. ESFs with multiple primary agencies designate an ESF coordinator for the purposes of pre-incident planning and coordination of primary and supporting agency efforts throughout the incident.

Figure 8.1
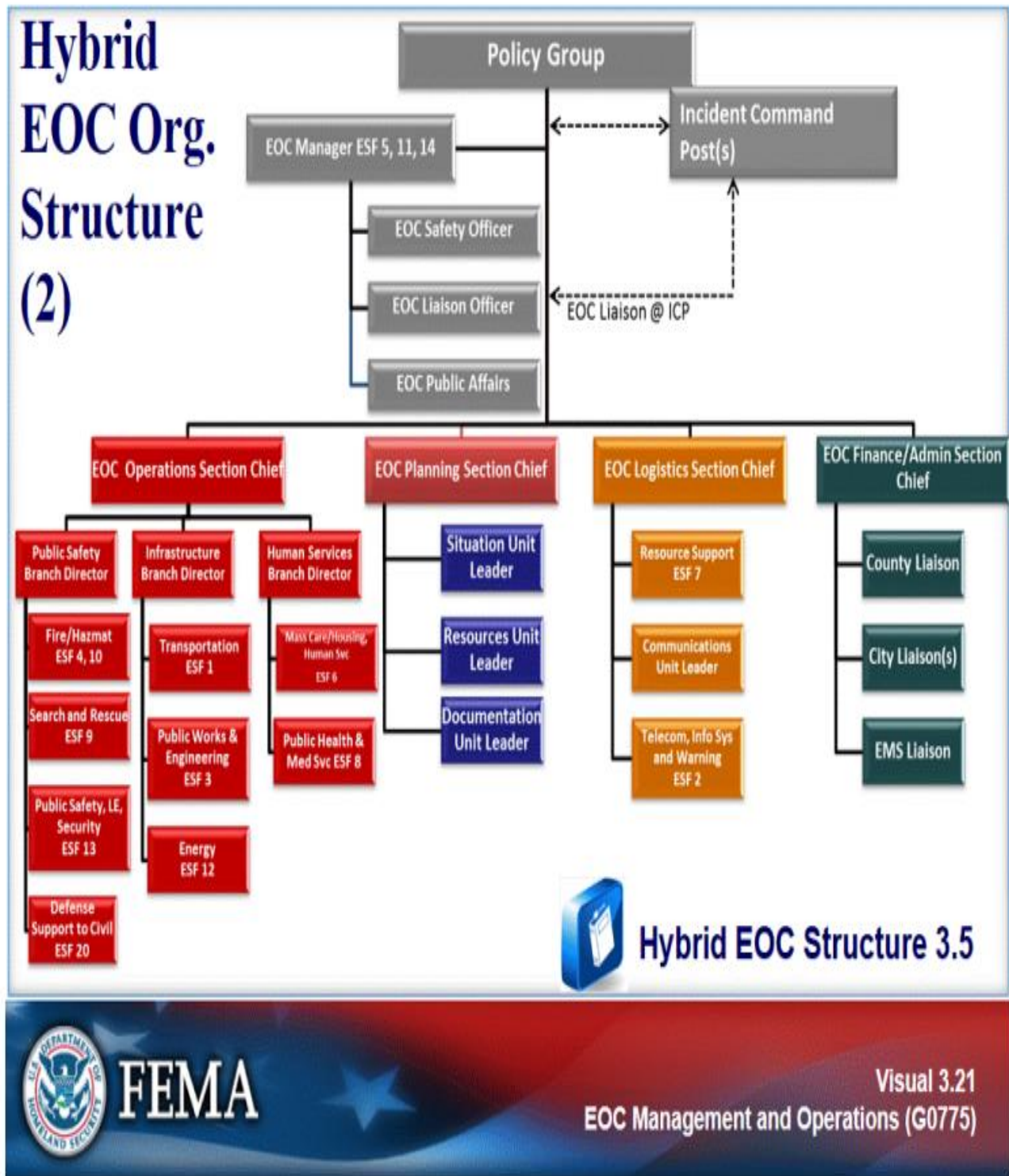
Figure 8.2 Standard City of Goldsboro EOC Layout
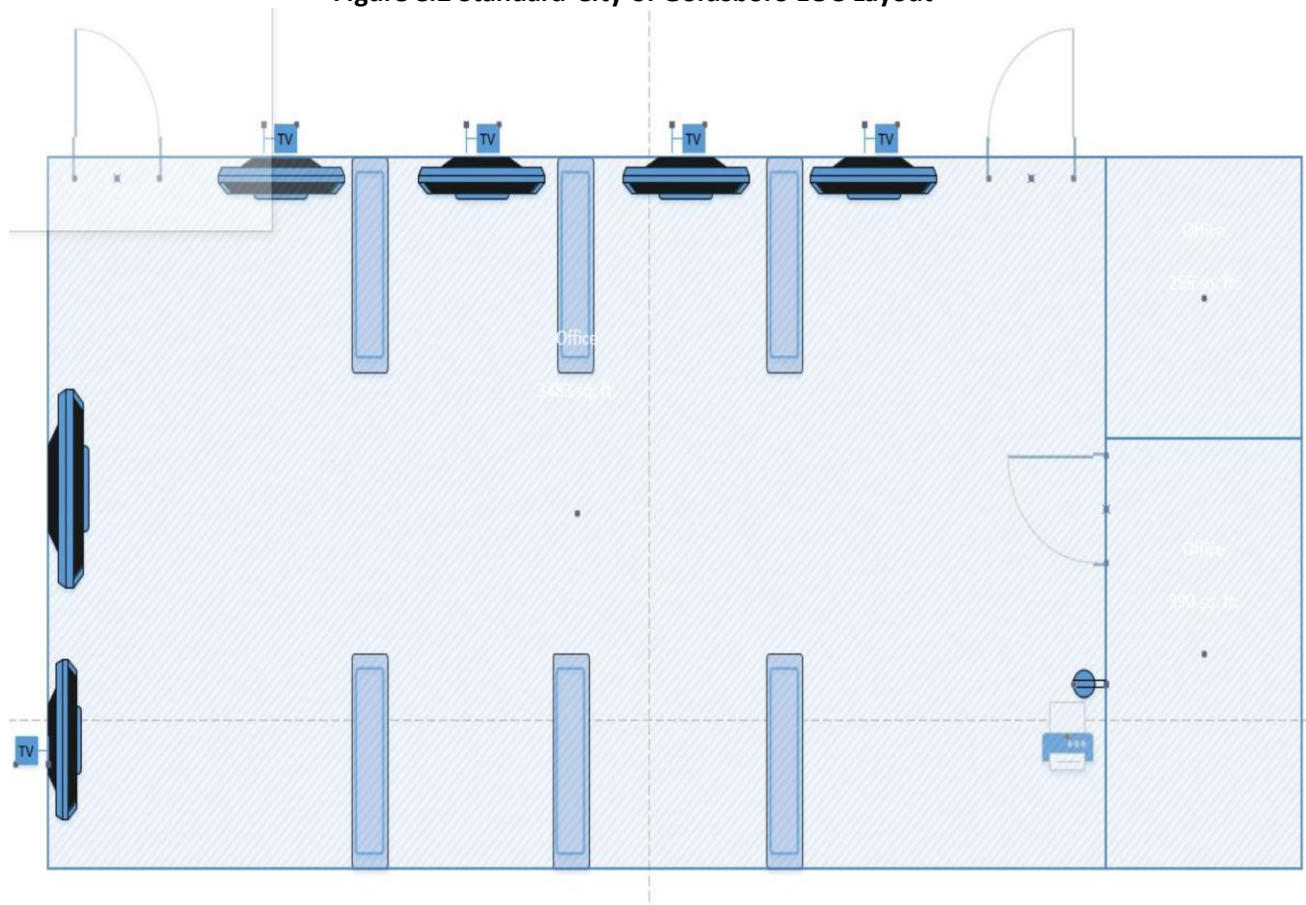
8.5.1 ESF Coordinator:

The ESF coordinator is the entity with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management. The role of the ESF coordinator is carried out through a "unified command" approach as agreed upon collectively by the designated primary agencies and, as appropriate, support agencies. Responsibilities of the ESF coordinator include:

- coordination before, during, and after an incident, including pre-incident planning and coordination;

- maintaining ongoing contact with ESF primary and support agencies;

- conducting periodic ESF meetings and conference calls;

- coordinating efforts with corresponding private-sector organizations; and

- coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.

8.5.2 ESF Primary Agency

An ESF primary agency is an agency with significant authorities, roles, resources, or capabilities for a particular function within an ESF. ESFs may have multiple primary agencies, and the specific responsibilities of those agencies are articulated within the relevant ESF Annex. An agency designated as an ESF primary agency serves as an agent under the Goldsboro EOC to accomplish the ESF mission. When an ESF is activated in response to an incident, the primary agency is responsible for:

- supporting the ESF coordinator and coordinating closely with the other primary and support agencies;

- orchestrating support within their functional area;

- managing mission assignments and coordinating with support agencies, as well as appropriate county and city officials, the emergency operations centers, and applicable local agencies;

- working with appropriate private-sector organizations to maximize use of all available resources;

- supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities;

- conducting situational and periodic readiness assessments;

- ensuring financial and property accountability for ESF activities;

- planning for short- and long-term incident management and recovery operations, and

- identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

8.5.3 ESF Support Agency

Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF. When an ESF is activated, support agencies are responsible for:

- conducting operations, when requested by the designated ESF primary agency or EOC Manager, consistent with their own authority and resources;

- participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards;

- assisting in the conduct of situational assessments;

- furnishing available personnel, equipment, or other resource support as requested by the ESF primary agency or EOC Manager;

- providing input to periodic readiness assessments;

- maintaining trained personnel to support interagency emergency response and support teams;

- identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

8.5.4 Emergency Support Functions

ESF #	EMERGENCY SUPPORT FUNCTION	PRIMARY AGENCY
1	Transportation	GWTA
2	Technology and Communication	Information & Technology
3	Public Works and Engineering	Public Works
4	Fire and Rescue Services	Fire Department
5	Information and Planning	Public Information Office
6	Mass Care and Sheltering	Salvation Army/American Red Cross*
7	Resource Support and Logistics	Assistant City Manager
8	Public Health and Medical Services	WaCo Health Dept.
9	Search and Rescue	Fire Department
10	Oil and Hazardous Materials Response	Fire Department
11	Agricultural, Historical, and Natural Resources	City Manager, DGDC, Planning
12	Energy and Utilities	Public Utilities
13	Law Enforcement and Security	Police
14	Volunteers and Donations Management	Recs. and Parks/Community Affairs
15	Damage Assessment	Inspections/Engineering
16	Military Support	SJAFB
17	Cybersecurity	IT
18	Business & Industry	DGDC

8.6 Resource Management

Preparation and readiness for emergency/disaster events require knowledge of the public and private sector assets and resources jurisdictions have available to them to address the hazards which have been identified in the community. Resource management is a systematic development of methods for using personnel, services, materials and major items of equipment for essential emergency functions. Emergency management and incident response activities require carefully managed resources to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying, organizing, and tracking will facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident. The resource management process can be separated into two parts:

- resource management as an element of preparedness, and;

- resource management during an incident.

8.6.1 Preparedness/Planning Activities

The preparedness activities (resource typing, credentialing, and inventorying) are conducted on a continual basis to help ensure that resources are ready to be mobilized when called to an incident. Resource management is a critical component of preparation. It requires the implementation of procedures that provide information on the extent of resources in the community. The City of Goldsboro utilizes the following process in preparedness for of resource management:

Step 1: Threat Hazard Identification and Risk Assessment (THIRA).

Step 2: Identify probable resource needs.

Step 3: Identify potential sources of resources.

City of Goldsboro assets are typed and organized by ESF. This approach:

- provides information for requests or deployments;

- provides a method by which disaster response resources can be tracked, documented and inventoried in terms of categories, kinds, components and typing definitions during an emergency;

Maintaining current information on all public and private resources is critical to planning, readiness and response. In general, the maintenance of current information is a joint responsibility between the ESF Coordinators, City Manager, and the Wayne County Office of Emergency Management. This ensures the identification of resources to be:

- purchased and stockpiled;

- requested through hazard mitigation grants;

- secured through contracts and agreements with commercial vendors;

- requested through mutual aid agreements with other counties and agencies in the region;

To ensure that information concerning resources is current, The City of Goldsboro will:

- report new resources/acquisitions to the ESF Coordinator as soon as possible;

- report changes in status/availability of current equipment to the ESF Coordinator;

- conduct regularly scheduled meetings to discuss status and needs;

- ESF Coordinators shall check with members of their planning committees for information on new resource acquisitions, changes in status/availability of current resources and resource shortages on a quarterly basis in January, April, July and October;

- ESF Coordinators shall forward all information on new resource acquisitions, changes in status/availability of current resources and resource shortages to Wayne County Office of Emergency Management Agency upon receiving the information and on a quarterly basis on January 15, April 15, July 15 and October 15;

The Wayne County Emergency Management Coordinator shall ensure:

- All information is updated in the resource management database;

- All updated information is distributed to stakeholders on a quarterly basis. (February 1, May 1, August 1 and November 1);

8.6.2 Incident Resource Management

Resource management during an incident is a finite process, as shown in the following figure, with a distinct beginning and ending specific to the needs of the particular incident.

Resource management should be flexible and scalable in order to support any incident and be adaptable to changes. Efficient and effective deployment of resources requires that resource management concepts and principles be used in all phases of emergency management and incident response.

When a disaster/emergency occurs, resource management is the responsibility of ESF-7/Resource Support. The Wayne County Office of Emergency Management is the lead agency for this emergency support function. The Wayne County Emergency Management Coordinator activates this support function.

Figure 8.2: Resource Management Process

In the Wayne County Emergency Operations Center, ESF-7/Resource Support operates within the established Incident Command Structure and is located in the Logistics section. The Goldsboro ESF-7 function shall be assigned by the City Manager or his/her designee

8.6.3 Requesting Resources

All requests for internal resources shall flow through the Chain of Command (COC). Requests for external resources during an emergency/disaster event are routed through the Wayne County Emergency Operations Center (EOC).

The reason for this procedure is:

- to provide a single source to request resources;

- to maintain an organized approach for requesting resources;

- to provide accountability and fiscal responsibility for requesting resources; and

- to prevent multiple sources from requesting duplicate resources.

Requesting resources for an emergency/disaster event in Wayne County is progressive.

All requests for resources to respond to the emergency/disaster are routed through the Incident Commander to the Wayne County EOC. There may be multiple incidents and incident commanders requiring resources. As the request is received at the EOC, it will be reviewed by the EOC Operations section and be routed to the appropriate Emergency Support Function desk where it is reviewed and appropriate action to fulfill the resource request is made.

> **Requests for Emergency Assistance Flow Upward from the Lowest Level**

```
                          FEDERAL ASSETS
                               ↑
INTER-STATE MUTUAL  ←   STATE EMERGENCY   →   INTRA-STATE MUTUAL
AID AGREEMENTS          OPERATIONS CENTER       AID AGREEMENTS
                               ↑
                   WAYNE COUNTY EMERGENCY  →   MUTUAL AID
                   OPERATIONS CENTER            AGREEMENTS
                               ↑
                          ESF           →   LOCAL
                          COORDINATOR        RESOURCES
                               ↑
                          CITY OF
                          GOLDSBORO
                          INCIDENT
                          COMMAND
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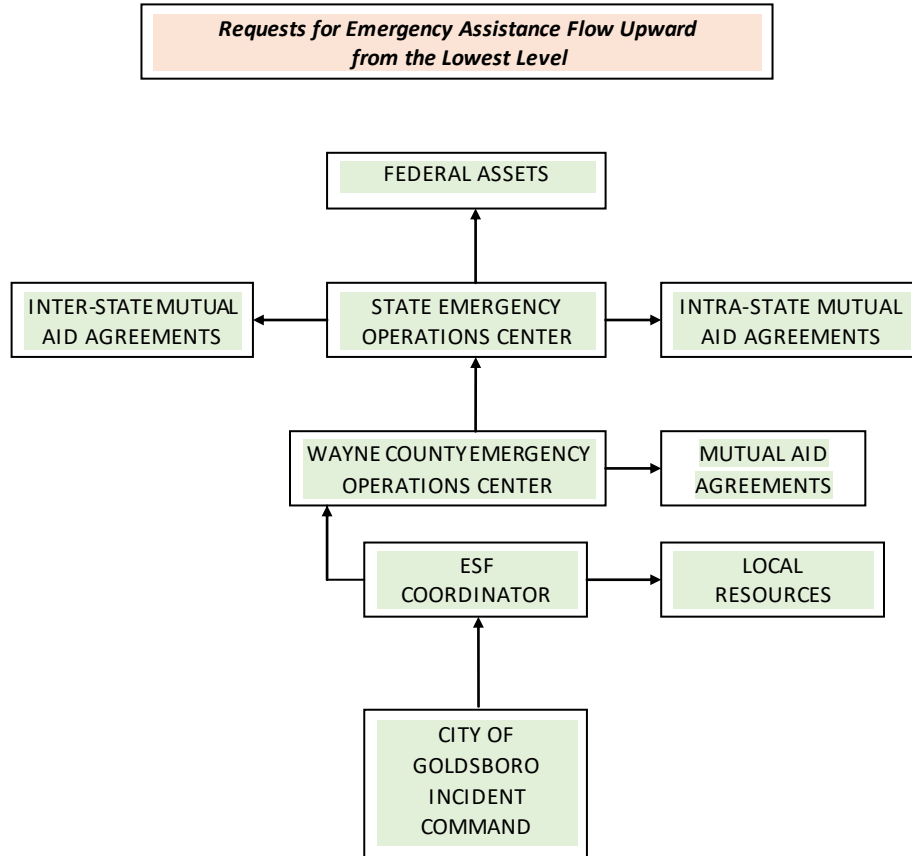
Figure 1: *"Progressive Requests for Emergency/Disaster Resources"*

The first action will be to determine what local resources may be available from:

- the City of Goldsboro;

- local agencies within these local jurisdictions;

- businesses within these local jurisdictions;

- contract resources;

- volunteer organizations; and

- donations

When the need for resources and/or services exceed the capability of what is available in the City of Goldsboro, established mutual aid agreements with surrounding agencies to provide such resources are utilized.

When needed resources cannot be located through mutual aid agreements, the City of Goldsboro makes a request through the Wayne County Office of Emergency Management. The requests may be handled by County assets and or via additional requests through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra - and inter-state mutual aid agreements and or federal assets.

8.6.4 Logistics Staging and Points of Distribution

Resources and supplies that are received from other counties or resources outside the City will require a location for staging and as well as distribution of the resources. Such sites require sufficient space, loading equipment, and a 24 hour Point of Contact (POC).

9. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

9.1 Federal Government

The Federal Government, through the Federal Emergency Management Agency (FEMA), shall provide assistance in a timely manner to save lives and to protect property, the economy, and the environment. Federal response will be organized through the use of the National Response Framework (NRF) to facilitate the delivery of all types of Federal response assistance to States to help them deal with the consequences of significant emergencies and disasters.

9.2 State Government

The Commonwealth of North Carolina, through its Emergency Management Division and Emergency Operations Center, shall coordinate all emergency management activities of the state, to protect lives and property of the people, and preserve the environment. Further, it will take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters. State government departments are responsible for providing various services such as specialized skills, equipment, and resources, in support of state and local government emergency operations.

9.3 Local Government

9.3.1 Wayne County

Under § 166A-19.15, the County Manager of each county shall appoint an emergency management (EM) coordinator/director who has direct responsibility for the organization, administration, and operation of the local organization for disaster and emergency response. The Chief Executive retains legal responsibility for development and implementation of the emergency preparedness program. In Wayne County, the coordinator of the Wayne County Office of Emergency Management has these responsibilities for the county as well as all cities within the County. Specific roles are listed in the current Wayne County Emergency Operations Plan.

9.3.2 City of Goldsboro

The role and responsibilities of the City of Goldsboro government includes:

- providing continuity of city government in order to continue legislative duties;

- passing ordinances and motions pursuant to emergency proclamations;

- appropriating revenue and expenditures as needed for disaster mitigation, preparedness, response and recovery;

- conducting public meetings and actions to assist in reassuring and informing the public, and indentifying public needs;

- auditing the emergency financial operations of city;

- assisting in the dissemination of emergency information in coordination with the EOC and or PIOs from all affected jurisdictions;

- directing citizen's requests for assistance to appropriate governmental agencies;

- providing public information officers or support personnel as required;

- collecting information and compiling data for operational reports necessary to emergency operations;

- re-establishing city operations;

- providing resources (supplies, equipment, services, personnel), as coordinated through the EOC; and

- supporting response and recovery activities.

Mayor

As the Chief Elected Official of the City of Goldsboro, the Mayor's role/responsibilities include:

- Carrying out provisions of North Carolina General Statutes and local ordinances relating to emergencies

- Declare a state of emergency for Goldsboro and assume direction and control of emergency operations in collaboration with other members of the control group to include:

    1. Execution of the City's EOP

    2. Ordering an evacuation of all or parts of the City

    3. Restriction of entry into the city

    4. Ordering a curfew

    5. Ensure lines of succession (COOP)

    6. Coordination of emergency response actions with adjoining municipalities

    7. Implement other actions to protect life and property

City Manager

The City Manager and his/her designee(s) shall have primary responsibilities that include but are not limited to:

- formulating major policy decisions for the city;

- preserving the continuity of the executive branch of city government;

- coordinating emergency operations and provide liaison, as required;

- coordinating and managing the use of all available resources in the city;

- issuing emergency proclamations for the city when needed;

- requesting Mutual Aid for the city when needed;

- reporting damages of department facilities, equipment, or resources to the City/County Emergency Operations Center; and

- requesting support for the city of from the Wayne County Office of Emergency Management.

Policy Groups

The Emergency Policy Group (EPG) consists of City department heads and City leaders. They oversee and participate in emergency decision-making. Their role is to identify the overall objectives to be accomplished through the Incident Action Plan (IAP). The City of Goldsboro Emergency Policy Group consists of:

- a.) Mayor

- b.) City Manager

- c.) Police Chief

- d.) Fire Chief

The Municipal Emergency Control Group may consist of the following:

- a.) Mayor or designee

- b.) Selected board members

- c.) City Manager

- d.) City Clerk

Support Groups will consist of representatives of governmental, faith based, volunteer, and business organizations. This group may be tasked with implementing control group decisions.

City Attorney

The role and responsibilities of the City/County Attorney includes:

- advising government officials on legal matters relating to emergency management authority and responsibility;

- representing the City/County government in all criminal and civil proceedings in which it may be a party, as a result of emergency planning and operations;

Goldsboro City Clerk

The role and responsibilities of the City Clerk includes:

- establishing and making available services to city agencies for the protection of vital records;

- consulting with agencies regarding the management of vital records;

- providing agencies with guidelines for the recovery of city records after an emergency;

- providing assistance to agencies in the recovery of damaged city records after an emergency when feasible.

Other Agencies

1. City/County Road Department

The role and responsibilities of the Road Department includes:

- assessing damage, blockage, debris (including ice and snow) removal and determines clearance strategies;

- closing flooded and damaged roadways;

- providing repairs to damaged roadways;

- providing personnel and equipment to assist in the rapid dissemination of warnings and emergency;

- reporting damages of department facilities, equipment, or resources to the City/County Emergency Operations Center;

- providing representatives to the Emergency Operations Center as required;

- collecting information and compiling data for operational reports necessary to emergency;

- supporting response and recovery activities; and

- returning department activities to normal levels unless involved with recovery activities.

2. North Carolina Veterinary Medical Association provides personnel to assist in the medical treatment of animals. Activate regional Veterinary Medical Assistance Teams (VMAT)

3. Humane Society of the United States provides personnel and equipment as required to rescue and care for domestic and wild animals

4. North Carolina Wildlife Resources Commission provides personnel and equipment as required to protect wildlife

5. Wayne County Fairgrounds provides shelter and supplies to care for displaced livestock

6. Private Boarding Kennels, Stables, and Horse Clubs provide resources to shelter and care for pets from evacuated citizens and in cases when established animal shelters are filled or destroyed

7. Private Farm provide shelter to care for displaced livestock

Appendix A: Acronyms and Abbreviations

AAR	After-Action Report
ADD	Area Development District
AFB	Air Force Base
AM	Area Manager
AMS	Aerial Measuring System
ANSIR	Awareness of National Security Issues and Response Program
AOC	Administrative Offices of the Courts
APHIS	Animal and Plant Health Inspection Services
ARAC	Atmospheric Release Advisory Capability
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
ARG	Accident Response Group
ARS	Agriculture Research Service
ATC	Air Traffic Control
ATSD(CS)	Assistant to the Secretary of Defense for Civil Support
BDC	Bomb Data Center
CAP	Civil Air Patrol; also Corrective Action Program
CATS	Consequence Assessment Tool Set
C/B	Chemical/Biological
CBIAC	Chemical and Biological Defense Information and Analysis Center
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CDC	Centers for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CEPPO	Chemical Emergency Preparedness and Prevention Office
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Civil Emergency Response Team

CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CHFS	Cabinet for Health and Family Services
CHPPM	Center for Health Promotion and Preventive Medicine
CIAO	Critical Infrastructure Assurance Office
CIRG	Critical Incident Response Group
CM	Consequence Management
CMU	Crisis Management Unit (CIRG)
COG	Continuity of Government; also Council of Governments
COOP	Continuity of Operations
CPG	Civil Preparedness Guide
CRU	Crisis Response Unit
CSEPP	Chemical Stockpile Emergency Preparedness Program
CST	Civil Support Teams
CW/CBD	Chemical Warfare/Contraband Detection
DECON	Decontamination
DEP	Department of Environmental Protection
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DIM	Dead, Injured, Missing
DMA	Department of Military Affairs
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DMCR	Disaster Management Central Resource
DO	Duty Officer
DOD	Department of Defense

DOE	Department of Energy
DOJ	Department of Justice
DOT	Department of Transportation
DPP	Domestic Preparedness Program
DRC	Disaster Recovery Center
DTCTPS	Domestic Terrorism/Counter Terrorism Planning Section (FBI HQ)
DWI	Disaster Welfare Inquiry System
EAS	Emergency Alert System
ECBC	Edgewood Chemical Biological Center (formerly SBCCOM)
EHS	Extremely Hazardous Substance
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EM	Emergency Management
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EO	Executive Order
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPI	Emergency Public Information
EPPC	Environmental and Public Protection Cabinet
ERG	Emergency Response Guide
ERT	Emergency Response Team/Environmental Response Team
ERT-A	Emergency Response Team - Advance Element
ESF	Emergency Support Function
EST	Emergency Support Team

EU   Explosives Unit

FAD   Foreign Animal Disease

FBI   Federal Bureau of Investigation

FCC   Federal Communications Commission

FCO   Federal Coordinating Officer

FEMA   Federal Emergency Management Agency

FNF   Fixed Nuclear Facility

FNS   Food and Nutrition Service

FOC   Field Operations Center

FOG   Field Operating Guide

FRERP   Federal Radiological Emergency Response Plan

FRMAC   Federal Radiological Monitoring and Assessment Center

FS   Forest Service

GAR   Governors Authorized Representative

GIS   Geographical Information Systems

HA   Hazard Analysis

HazMat   Hazardous Material(s)

HEPA   High-Efficiency Particulate Air

HIRA   Hazard Identification & Risk Assessment

HMRU   Hazardous Materials Response Unit

IA   Individual Assistance

IAP   Incident Action Plan

IC   Incident Commander

ICC   Incident Command Center

ICP   Incident Command Post

ICS	Incident Command System
IMS	Incident Management System
IMT	Incident Management Team
IND	Improvised Nuclear Device
IPAWS	Integrated Public Alert and Warning System
IST	Incident Support Team
IT	Information Technology
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF-CS	Joint Task Force for Civil Support
LEO	Law Enforcement Officer
LNO	Liaison Officer
LO	Logistics Officer
MA	Mutual Aid
MAA	Mutual Aid Agreement
MACS	Multi Agency Coordination System
MHz	Megahertz
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSCA	Military Support to Civil Authorities

MSR	Major Supply Route
NAP	Nuclear Assessment Program
NAWAS	National Warning System
NBC	Nuclear, Biological, and Chemical
NCP	National Contingency Plan
NDMS	National Disaster Medical System
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NIMS	National Incident Management System
NIPC	National Infrastructure Protection Center
NMRT	National Medical Response Team
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center or Nuclear Regulatory Commission
NRF	National Response Framework
NRP	National Response Plan
NRT	National Response Team
NSC	National Security Council
NTIS	National Technical Information Service
NWS	National Weather Service
ODP	Office for Domestic Preparedness (DHS)
OIG	Office of the Inspector General (USDA)
OSC	On-Scene Commander
OSFM	Office of State Fire Marshall
OSHA	Occupational Safety & Health Administration

PA	Public Assistance
PAZ	Protective Action Zone
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PHS	Public Health Service
PIO	Public Information Officer
PL	Public Law
POC	Point of Contact
POD	Point of Distribution
PPE	Personal Protective Equipment
PSA	Public Service Announcement
PUC	Public Utilities Commission
RACES	Radio Amateur Civil Emergency Services
RAP	Radiological Assistance Program
RCRA	Research Conservation and Recovery Act
RDD	Radiological Dispersion Device
REACT	Radio Emergency Assistance Communications Team
REAC/TS	Radiation Emergency Assistance Center - Training Site
RERP	Radiological Emergency Response Plan
RNAT	Rapid Needs Assessment Team
ROC	Regional Operations Center
RQ	Reportable Quantity
RRIS	Rapid Response Information System (FEMA)
RRT	Regional Response Team; also Rapid Response Team
RSA	Revised Statutes Annotated

SA	Staging Area
SAC	Special Agent in Charge (FBI)
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act of 1986 (also known as EPCRA)
SBA	Small Business Association
SBCCOM	Soldier and Biological Chemical Command (U.S. Army) (now known as ECBC)
SCBA	Self-Contained Breathing Apparatus
SCO	State Coordinating Officer
SCUBA	Self-Contained Underwater Breathing Apparatus
SEB	State Emergency Board
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SIOC	Strategic Information and Operations Center (FBI HQ)
SITREP	Situation Report (Also SitRep)
SLG	State and Local Guide
SO	Safety Officer
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
SP	State Police
SWP	State Warning Point
TPQ	Threshold Planning Quantity
UC	Unified Command
UCS	Unified Command System
UHF	Ultra High Frequency
USDA	United States Department of Agriculture

US&R   Urban Search and Rescue

VA   Department of Veterans Affairs

VHF   Very High Frequency

VS   Veterinary Services

WMD   Weapon(s) of Mass Destruction

WMD-CST   WMD Civil Support Team

WS   Wildlife Services

Appendix B: Definition of Terms

Aerosol - Fine liquid or solid particles suspended in a gas, for example, fog, or smoke.

After Action Review - An After Action Review (AAR) is a learning tool intended for the evaluation of an incident or project in order to improve performance by sustaining strengths and correcting weaknesses. An AAR is performed as immediately after the event as possible by the personnel involved. An AAR should encourage input from participants that is focused on (1) what was planned, (2) what actually happened, (3) why it happened, and (4) what can be done in the future. It is a tool that leaders and units can use to get maximum benefit from the experience gained on any incident or project.

Agency - A division of government with a specific function offering a particular kind of assistance.

Agency Representative - A person assigned by a primary, assisting, or cooperating government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Amateur Radio - A service of radio communications, performed by persons interested in the radio art solely for personal gain and without pecuniary interest. Operates in the public interest, convenience or necessity, therefore is available for use in emergency situations.

Area Command - An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Biological Agents - Living organisms or the materials derived from them that cause disease in or harm to humans, animals, or plants or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols, or dry powders.

Branch - The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Catastrophic Disaster - For the purposes of this plan, a catastrophic disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction to facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long term effect on general economic activity; and severely affects State, local, and private sector capabilities to begin and sustain response activities.

CERCLA Hazardous Substance - A Superfund Hazardous Substance listed in Table 302.4 of 40 CFR Part 302.4, which mandates facilities to comply with specific release notification requirements under CERCLA and Title III. (Reportable Quantity Chemicals).

Chain of Command - A series of command, control, executive, or management positions in hierarchical order of authority.

Chemical Agent - A chemical substance that is intended to kill, seriously injure, or incapacitate people through physiological effects. Generally separated by severity of effect: lethal, blister, and incapacitating.

Chemical Transportation Emergency Center (CHEMTREC) - A chemical information center provided by the Federal Government as a source of first response advice in substance/chemical spills. CHEMTREC can usually put those on scene at an emergency in touch with the product shippers.

Chief - The ICS title for individuals responsible for management of function sections: Operations, Planning, Logistics, and Finance/Administration.

Civil Air Patrol (CAP) - A civilian auxiliary of the United States Air Force. The CAP provides volunteer pilots, aircraft, communications and ground personnel for emergency use in search and rescue, messenger service, light transport flights, airborne communications, ground search and reconnaissance support.

Civil Disturbance - The degeneration of a law-abiding group into an unruly, unmanageable and law challenging mob.

Civil Preparedness Guide (CPG) - A FEMA Publication that provides guidance to State and Local Emergency Preparedness Directors and others with emergency responsibilities.

Command Staff - In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) - Legislation (PL 96-510) covering hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites. CERCLA established the "Superfund" to provide resources for these cleanups. Amended and extended by SARA. (See CERCLA).

Consequence Management - Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism (Source: Federal Response Plan [FRP] Terrorism Incident Annex, page TI-2, April 1999). The Federal Emergency Management Agency (FEMA) has been designated the lead agency for consequence management to ensure that the FRP is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

Continuity of Government (COG) - Efforts to maintain the governmental body and identify emergency delegation of authority in accordance with applicable laws, during emergencies or disasters. COG planning ensures continued line of governmental authority and responsibility.

Continuity of Operations (COOP) - Efforts in which individual departments and agencies ensure the continuance of essential functions/services during emergencies or disasters. COOP also includes activities involved with relocation to alternate facilities.

Continuity of Operations (COOP) Plan - A contingency plan that provides for the deliberate and planned deployment of pre-identified and trained personnel, equipment and supplies to a specific emergency relocation site and/or the transfer of essential functions to another department, agency or organization.

Crisis Management - This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/or resolve a threat of terrorism. The FBI is the lead agency for crisis management for such an incident. (Source: FBI) During crisis management, the FBI coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA (Source: Federal Response Plan Terrorism Incident Annex, April 1999.)

Critical Incident Stress Debriefing Team (CISD) - CISD is counseling and educational group process designed specifically for emergency response workers to mitigate the impact of a critical incident on personnel and to accelerate recovery in normal people experiencing normal reactions to very abnormal events.

Cyber-terrorism - Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures, such as energy, transportation, or government operations in order to intimidate or coerce a government or civilian population, or any sequence thereof, in furtherance of political or social objectives.

Dam Failure - Full or partial collapse of a dam constructed to hold back large volumes of water.

Damage Assessment (DA) - 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.

Decontamination - The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

Deputy - A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task.

Disaster - An event that creates an inability to provide critical functions/services for a significant period of time. Normally this is a widespread event causing destruction and distress; however, while this may include a large-scale event, as in a "natural disaster", a localized event may present sufficient impact to a jurisdiction to be classified as a disaster.

Disaster Field Office (DFO) - The office established in or near the designated area to support Federal and State response operations.

Disaster Medical Assistance Team (DMAT) - Team from The Office of the Assistant Secretary for U.S. Health/Office of Emergency Preparedness - National Disaster Medical Assistance (OASH/OEP-NDMS), that assists in providing care for the ill and injured victims at the site of a disaster or emergency.

Disaster Mortuary Operational Response Team (DMORT) - Is a federalized team of private citizens associated with the National Foundation for Mortuary Care, that respond under ESF-8, Health and Medical Services through FEMA. The DMORT is responsible for maintaining temporary morgues, victim identification and processing, preparing, and disposing of remains. DMORT also provides technical assistance and personnel to recover, identify, and process deceased victims.

Disaster Recovery Center (DRC) - A center established in or near a disaster area to provide information and/or deliver assistance to disaster victims. DRCs are established when a Presidential Disaster Declaration is issued. Local, State, and Federal agencies will staff the DRC (i.e., social services, State public health, and the IRS).

Disaster Welfare Inquiry (DWI) System - System set up by the American Red Cross to collect, receive, and report information about the status of victims and assist the family with reunification within the disaster area.

Distribution Centers - Facilities operated by local governments, local churches, community-based organizations, and voluntary agencies for providing donated goods directly to disaster victims.

Division - The partition of an incident into geographical areas of operation. A division is located within the ICS organization between the branch and resources in the Operations Section.

Donations Coordination Center - An area designated for the coordination of goods, services, and volunteers. The Donations Manager/Coordinator, the Volunteer Coordinator, State Donations/Volunteer Coordinator, and representatives of participating volunteer agencies will operate from this center. In the event of a declared disaster, the FEMA Donations/Volunteer Coordinator may also operate from this center.

Donations Coordinator/Manager - The person designated by the Director of Emergency Management who will coordinate the donations effort. This person will oversee the phone bank, Donations Coordination Center and coordinate efforts of the reception and distribution center(s).

Duty Officer - Refers to the individual(s) who staff the 24-hour operations desk at the State Emergency Operations Center located at Boone National Guard Center in Frankfort, Kentucky. These individuals receive incident reports and contact the appropriate personnel to respond if necessary. The Duty Officer maintains a log of all calls received and assigns a specific number to each incident.

Emergency - An unexpected situation or event, which places life and/or property in danger and requires an immediate response to protect life and property. Any occasion or instance in which the Governor determines that State assistance is needed to supplement local response efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat or impact of a catastrophe in any part of the State.

Emergency Alert System (EAS) - A voluntary network of broadcast stations and Inter-connecting facilities, which have been authorized by the Federal Communications Commission (FCC) to disseminate information during an emergency, as provided by the Emergency Alert System plan. EAS is made up of AM, FM, and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/man-made emergencies or disasters at National, State or local levels.

Emergency Management (EM) - A system of organized analysis, planning, decision-making, assignment, and coordination of available resources for the mitigation of preparedness for, response to or recovery from major community-wide emergencies. Refer to local and State emergency legislation.

Emergency Management Director/Coordinator - The individual who is directly responsible on a day-to-day basis for the jurisdictions effort to develop a capability for coordinated response and recovery from the effects of disaster.

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

Emergency Operations Center (EOC) - A protected site from which government officials and emergency response personnel exercise direction and control in an emergency. The Emergency Communications Center (ECC) is normally an essential part of the EOC.

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 Public Information (EPI) - Information disseminated to the public primarily in anticipation of an emergency, or at the actual time of an emergency as a means of warning the public of impending danger and/or to provide instruction as to emergency preparedness action to be taken.

Emergency Response Team (ERT) - FEMA group, composed of a headquarters element and a regional element that is deployed by the Director, FEMA, to the scene of an extraordinary situation to coordinate the overall Federal response.

Emergency Support Function (ESF) - A functional area of response activity established to facilitate the delivery of State or Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety.

Environment - Water, air, and land, and the interrelationship, which exists among and between them and all living things.

Evacuation - Relocation of civilian population to safe areas when disaster, emergencies, or threats thereof necessitate such action.

Exercise - Maneuver or simulated emergency condition involving planning, preparation, and execution; carried 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).

Extremely Hazardous Substance (EHS) - 366 "acutely toxic" chemicals on the Environmental Protection Agency's (EPA) list of extremely hazardous substances listed in the in 40 CFR 355 Appendix A. Since the requirement for this list is contained in Section 302 of the Emergency Protection and Community Right to Know Act (EPCRA), these chemicals are also known as 302 chemicals. The list and additional information about each chemical can be obtained by contacting the EPA. A copy of the list is provided in Appendix E-3 to this ESF.

Event - A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Facility - As defined by section 101 of CERCLA, means any building, structure, installation, equipment pipe or pipeline (including any pipe into a sewer or publicly-owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock, or aircraft, or any site or area where a hazardous substance has been deposited, stored, disposed of, or placed, or otherwise come to be located; but does not include any consumer product in consumer use or any vessel. For the purpose of the emergency release notification, the term includes motor vehicles, rolling stock, and aircraft.

Federal Coordinating Officer (FCO) - The senior Federal official appointed in accordance with P.L. 93-288, to coordinate the overall Federal response and recovery activities.

Federal Response Plan (FRP) - The FRP establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USC] et seq.). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management (Source: FRP Terrorism Incident Annex, April 1999).

Fixed Nuclear Facility (FNF) - Nuclear power plants, reactor fuel fabrication, or processing plants, test and research reactors or any other facility using or producing large quantities of radioactive material.

Function - Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration.

Functional Areas of Responsibility - Numerous ESFs are tasked with the responsibility of providing a variety of essential services/functions during emergencies/ disasters in support of local response operations. Each of the ESFs should identify those areas of responsibility within their portion of the State/Local EOP. The ESFs should identify the services/functions provided (e.g., traffic control, disaster relief services), and the department/agency responsible for providing those services/ functions, and the primary tasks/activities associated with the particular service/function (e.g., coordinate the provision of temporary housing assistance). If an ESF/Functional Area or Group has developed a team structure to provide those services, the team(s) should be identified. However, the composition and specific of the team(s) should be addressed in an SOP/SOG for each essential service/function identified. Any specialized teams (i.e., Search and Rescue teams, EOD, etc.) are to be addressed in the section of the ESF/Functional Area or Group component labeled Specialized Units/Teams*.*

General Staff - A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Governors Authorized Representative (GAR) - The representative (usually the Director of Emergency Management) of the Governor who coordinates the State response and recovery activities with those of the Federal Government.

Group - Established to divide the incident management structure into functional areas of operation.

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.

Hazardous Material (HazMat) - A substance or material, which may pose an unreasonable risk to safety, health, or property. HazMat may be chemical, biological, etiological (infectious materials), radiological or explosive in nature.

Hazardous Materials Incident - The unplanned release or potential release of a hazardous material to the environment.

Hazardous Waste - Materials declared by the U.S. Environmental Protection Agency (EPA) to be toxic, corrosive, ignitable, or chemically reactive.

HSPD-5 - The purpose of this directive, which was issued on Feb. 28, 2003, is to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system (NIMS).

Incident - An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property.

Incident Action Plan - The plan that is usually prepared at the beginning of each operational period that contains general control objectives reflecting the overall operational strategy and specific action plans for the next operational period.

Incident Command Post - The location where primary command functions are made. It may be located at the Emergency Operations Center (EOC), Disaster Field Office (DFO), or Logistical Staging area. As command transfers, so does the Incident Command Post (ICP).

Incident Command Staff - Members of the Incident Command System including the Safety Officer, Liaison Officer, Operations Section Chief, and Public Information Officer who report directly to the Incident Commander. Members of the Command Staff may have assistants.

Incident Command System (ICS) - A 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. The structure can be expanded, as situation requires larger resource, without requiring new, reorganized command structure.

Incident Commander (IC) - The individual responsible for all incident activities, including the development of strategies and tactics, and the ordering and the release of resources.

Incident Management Team (IMT) - The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives - Statements of guidance and direction necessary for selecting appropriate strategy and the tactical direction of resources.

Infrastructure Protection - Proactive risk management actions intended to prevent a threat from attempting to or succeeding at destroying or incapacitating critical infrastructures. For instance, threat deterrence and vulnerability defense.

Intelligence Officer - The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities.

In-kind Donations - Donations of goods or materials, such as food, clothing, equipment, and building materials instead of money.

Job Aid (JA) - A document or checklist designed to provide the user with help in completing a specific task.

Joint Information Center (JIC) - A combined public information office that serves two or more levels of government or Federal, State, local agencies.

Joint Information System (JIS) - Integrates incident information and public affairs into cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations.

Joint Operations Center (JOC) - A centralized operations center established by the FBI Field Office during terrorism-related incidents to provide a single point of direction, control, and coordination for emergency response operations. The JOC resolves conflicts in prioritization of resource allocations involving Federal assets.

Jurisdiction - A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical, or functional (e.g., law enforcement, public health).

Lead Agency - The Federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the Federal response in a specific functional area. The FBI is the lead agency for crisis management, and FEMA is the lead agency for consequence management. Lead agencies support the overall Lead Federal Agency (LFA) during all phases of the response.

Lead Federal Agency (LFA) - The agency designated by the President to lead and coordinate the overall Federal response is referred to as the LFA and is determined by the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation, develop an action plan, monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

Liaison - A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer - A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Emergency Management Director/Coordinator - The local government official responsible for the emergency management program at the local level, county or municipal.

Local Emergency Planning Committee (LEPC) - A committee appointed by the State Emergency Response Commission (SERC), as required by SARA Title III, to formulate a comprehensive emergency plan to deal with hazardous materials within its jurisdiction.

Local Government - A political subdivision of the State that is usually at the County or municipal levels.

Logistics - Providing resources and other services to support incident management.

Logistics Section - The section responsible for providing facilities, services, and material support for the incident.

Major Disaster - As defined under P.L. 93-288, any natural catastrophe, (including any hurricane, tornado, storm, flood, high water, wind-driven water tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives - A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mass Care - Efforts to provide shelter, feeding, water, first aid and distribution of relief supplies following a catastrophic or significant natural disaster or other event to disaster victims.

Memorandum of Agreement/Understanding (MOA/MOU) - A document negotiated between organizations or legal jurisdictions for mutual aid and assistance in times of need. A MOA/MOU must contain such information as who pays for expense of operations (financial considerations), the party that will be liable for personal or property injury or destruction during response operations (liability considerations), and appropriate statements of non-competition of government resources with private enterprise (commercial considerations).

Mitigation - Mitigation actions eliminate or reduce the probability of some disaster occurrences and also include long-term activities that lessen the undesirable effects of unavoidable hazards or reduce the degree of hazard risk. Some mitigation examples include flood plain management and public education programs. Mitigation seeks to prevent disasters and to reduce the vulnerability of people to disasters that may strike. Hazard mitigation should follow all disasters.

Mobilization - The rapid assembly, procurement, production, or deployment of resources to meet the requirements of a disaster/emergency situation, includes war.

Multi-Hazard - A functional approach to planning, which treats the numerous emergency management requirements that are present in any disaster situation as common functions. This reveals a broad base foundation of recurring disaster tasks that are common to most disasters. In this manner, planning which concerns an application of the recurring tasks can be used in response to any emergency.

Multi-Agency Coordination Systems (MACS) - Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination.

Multijurisdictional Incident - An incident requiring action from multiple agencies in which each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement - A formal or informal understanding between jurisdictions pledging the exchange of emergency or disaster assistance.

National Contingency Plan (NCP) - Term referring to the National Oil and Hazardous Substances Pollution Contingency Plan. Regulations prepared by the Environmental Protection Agency implements the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the response systems of the Clean Water Act (sec. 311); refer to 40 CFR Part 300.

National Disaster Medical System (NDMS) - A nation-wide medical mutual aid network between the Federal and non-Federal sectors that include medical response, patient evacuation, and definitive medical care and mental health services.

National Emergency Operations Center (NEOC) - The EOC for DHS/FEMA, which provides a centralized point of direction and control for Federal response operations. (Formerly the National Interagency Emergency Operations Center (NIEOC)).

National Flood Insurance Program (NFIP) - A Federal program to provide flood insurance coverage in those communities, which enact and enforce floodplain management regulations.

National Hurricane Center (NHC) - A Federal tracking center that forecasts and plots the formation and movement of tropical storms. It also alerts appropriate areas of the danger.

National Incident Management System (NIMS) - A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local and tribal governments, the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

National Oceanic and Atmospheric Administration (NOAA) - A Federal agency within the U.S. Department of Commerce, which deals in ocean survey/exploration and atmospheric studies in coastal storms and lower atmospheric disturbances. Emergency Management relies heavily on the coastal hazards office of NOAA for storm surge modeling.

National Response Center (NRC) - Established under the Clean Water Act and CERCLA, and operated by the U.S. Coast Guard. The NRC receives and relays notices of discharges or releases, disseminates reports when appropriate, and provides facilities for use in coordinating a national response action when required.

National Response Plan (NRP) - A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Response Team (NRT) - Organization of representatives from 14 Federal agencies with responsibility for national planning and coordination (interagency and inter-jurisdictional) of CERCLA objectives.

National Security - Measures taken to protect the Nation from the direct or indirect acts of war, sabotage, or terrorism directed at the United States. These acts include but are not limited to, conventional and unconventional war, chemical, biological, and nuclear war, or terrorism.

National Warning System (NAWAS) - The Federal warning system, used to disseminate warnings of imminent natural disaster or enemy attack to a regional warning system, which passes to the State warning points for action.

National Weather Service (NWS) - A Federal agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricanes, tornadoes, tropical storms, etc.

Non-persistent Agent - An agent that, upon release, loses its ability to cause casualties after 10 to 15 minutes. It has a high evaporation rate, is lighter than air, and will disperse rapidly. It is considered to be a short-term hazard; however, in small, unventilated areas, the agent will be more persistent.

North Carolina Emergency Operations Plan (State EOP) - The State plan designed to cover all natural and man-made emergencies and disasters that threaten the State.

Nuclear Regulatory Commission (NRC) - The Federal agency tasked with oversight and regulation for all domestic nuclear devices, plant processes, and construction.

Operational Period - A period of time set for execution of operational actions specified in the Incident Action Plan. Traditionally these periods are initially 12 to 24 hours in length. As the incident winds down, they may cover longer periods of activity.

Operations Section - The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Operations Section Chief (OSC) - senior official designated to oversee the technical operational procedures relating to containment, control, removal of the hazardous material(s) release(s). This position is always staffed during hazardous material incident responses.

Persistent Agent - An agent that, upon release, retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air; therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

Personal Protective Equipment (PPE) - Refers to the garments and devices worn by emergency response personnel to protect them from chemical and respiratory hazards presented by a hazardous materials release.

Planning Meeting - A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section - Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This section also maintains the information on the current and forecasted situation and on the status of resources assigned to the incident.

Plume - Airborne material spreading from a particular source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

Preliminary Damage Assessment (PDA) - An assessment of damage taken immediately following a disaster or potential disaster. Emphasis is on high-level infrastructure such as roads and power production.

Public Health Emergency - An occurrence or imminent threat of an illness or health condition, caused by bio terrorism, epidemic or pandemic disease, or (a) novel and highly fatal infectious agent or biological toxin, that poses a substantial risk of a significant number of human facilities or incidents or permanent or long-term disability (WHO/DCD, 2001). The declaration of a state of public health emergency permits the governor to suspend state regulations, change the functions of state agencies.

Preparedness - Preparedness activities develop emergency response capabilities. Planning, exercising, training, mitigation, developing public information programs and alerting and warning are among the activities conducted under this phase of emergency management to ensure the most effective and efficient response in a disaster. Preparedness seeks to establish capabilities to protect people from the effects of disasters in order to save the maximum number of lives, minimize injuries, reduce damage, and protect property. Procedures and agreements to obtain emergency supplies, material, equipment, and people are developed.

Prevention - Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Primary Agency - An agency, organization, or group designated as an ESF/Functional Area or Group primary agency serves as the executive agent under the *State/Local EOP* to accomplish the assigned ESF/Functional Area or Group Mission. Such a designation is based on that agency having performed that function on a day-to-day basis or by direction of a statutory mandate and/or regulatory requirements. Certain ESFs may have more than one agency designated in which cases they would be identified as "co-primary" agencies.

Private Sector - Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry and private voluntary organizations.

Processes - Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Promulgate - To promulgate, as it relates to the Local Emergency Operation Plan (EOP), is the act of the jurisdiction officially proclaiming, declaring, and/or adopting, via local ordinance, Executive Order (EO), or etc., the *State/Local EOP* as the emergency operations plan for the jurisdiction.

Protective Action Zones (PAZs) - Work zones around a hazardous incident site determined by the Safety Officer and provided in the Site Safety Plan. The zones are established to reduce or to prevent the migration of contaminants and protect emergency responders from the hazards caused by the incident.

Public Health - A common function in multi-hazard planning, which focuses on general health and medical concerns, under emergency conditions, including provisions for accomplishing those necessary actions related to disease and vector control activities. Concerns extend to sanitation and preventing contamination of food and water.

Public Information Officer (PIO) - A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Radiation - High-energy particles or gamma rays that are emitted by an atom, as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

Radioactive - A substance giving off, or capable of giving off, radiant energy in the form of particles (alpha or beta radiation) or rays (gamma radiation) by the spontaneous disintegration of the nuclei of atoms.

Radiological - Any radioactive material dispersed in the air in the form of dust, fumes, mist, vapor, or gas.

Radio system - A combination of electrical and electronic equipment, including but not limited to radios, consoles, mobile units, towers, antennas, generators, etc., which together enable communications between desired points.

Reception Area - This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Reception Center - A donations management facility to receive specific, undesignated, or unsolicited goods such as food, water, clothes, and building supplies.

Recovery - Recovery is both a short-term and a long-term process to restore the jurisdiction to normal conditions in the aftermath of any emergency or disaster involving extensive damage. Short-term operations assess damages, restore vital services to the community, and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal or to an improved state of affairs. Examples of recovery actions are provision of temporary housing, restoration of government services, and reconstruction of damaged areas.

Release - Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including abandonment or discarding barrels, containers, and other closed receptacles) of any Hazardous Chemical, Extremely Hazardous Substance, or CERCLA Hazardous Substance.

Resources - Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Agencies, Organizations, or Groups - Other agencies, organizations, groups, and individuals, not assigned as primary or support to an ESF/Functional Area or Group may have authorities, expertise, capabilities, or resources required for disaster operations. Those agencies, organizations, groups, or SMEs may be requested to participate in planning and operations activities, designate staff to serve as representatives to the ESF/Functional Area or Group, and/or provide services and resources. (Resources provide personnel and/or stuff (equipment, resources or supplies)).

Response - Response is the actual provision of emergency services during a disaster. These activities can reduce casualties, limit damage, and help to speed recovery. Response activities include directing emergency operations, evacuation, shelter, and other protective measures.

Revised Statutes Annotated (RSAs) - The specific form of State Law, codified and recorded for reference.

Safety Officer - A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section - The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, and Finance/ Administration.

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.

Site Safety Plan - Written plan formulated for each incident by the Safety Officer that addresses the safety and health hazards of each phase of site operations and includes the requirements and procedures for employee protection in accordance with 29 CFR 1910.120 (q) (2). The plan must be conspicuously posted at the Incident Command Post and appropriate locations within the response area.

Span of Control - The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Specific Activity - A measure of the amount of radioactivity per unit amount of substance. This is based on the number of disintegrations per minute (dpm) per unit amount where the amount can be expressed as grams or moles.

Staging Area (SA) - A pre-selected location having large parking areas such as a major shopping area, schools, etc. The SA is a base for the assembly of personnel and equipment and resources during response operations. A SA can also serve as an area for assembling people to be moved by public transportation to host jurisdictions and a debarking area for returning evacuees.

Standard Operating Guide (SOG) - A SOG is a complete reference document focused on the collection of actions and activities established to accomplish one or more functions. The document user is afforded varying degrees of latitude in accomplishing functional actions or activities. As necessary, SOGs can be supported by one or more standard operation procedures (SOPs).

Standard Operating Procedures (SOP) - A SOP is an instructional document constituting a directive that provides prescriptive steps towards accomplishing a specified action or task. SOPs can supplement SOGs by detailing and specifying how assigned tasks are to be carried out.

State Coordinating Officer (SCO) - The representative of the Governor (usually the Director/Coordinator of Emergency Management) who coordinates the State response and recovery activities with those of the Federal Government. See GAR Governor's Authorized Representative.

State Emergency Response Commission (SERC) - Designated by the Governor, the SERC is responsible for establishing HazMat planning districts and appointing/overseeing Local Emergency Planning Committees (LEPC).

State Emergency Response Team (SERT) - A team of senior representatives of State agencies, State level volunteer organizations, and State level corporate associations who have knowledge of their organization resources and have the authority to commit those resources to emergency response. SERT operates from the State EOC and the Director/Coordinator of EM serves as the SERT leader.

State Warning Point (SWP) - The State facility (NH State Police Communications Center) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

Subject Matter Experts (SMEs) - Other agencies, organizations, groups, and individuals, have authorities, technical expertise, and/or capabilities required for disaster operations. Those agencies, organizations, groups, or SMEs may be requested to participate in planning and operations activities, designate staff to serve as representatives to the ESF/Functional Area or Group, and/or provide services.

Superfund - Trust fund established under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and extended under the 1986 Superfund Amendments and Reauthorization Act (SARA) to provide money for cleanups associated with inactive hazardous waste disposal sites. (See CERCLA) Superfund Amendments and Reauthorization Act of 1986 (PL99-499) SARA. Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

Support Agency - An agency, organization or group that provides an essential function or service critical to the ESF/Functional Area or Group and has a requirement in the decision process for the conduct of the operation using its authorities and determines priorities in providing cognizant expertise, capabilities, and resources.

Task Force - A group of resources with shared communication and leader. It may be pre-established and sent to an incident or it may be created at the incident.

Terrorism - Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat - An indication of possible violence, harm, or danger.

Title III (of SARA) - The "Emergency Planning and Community Right-to Know Act of 1986." Specifies requirements for organizing the planning process at the State and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens. (42 USC annotated, sec. 1101, et. seq.-1986). Trans-species Infection - An infection that can be passed between two or more animal species. This may include human hosts.

Toxicity - A measure of the harmful effects produced by a given amount of a toxin on a living organism.

Ultra high frequency (UHF) - Ranges from 300 MHz to 3000 MHz. For public safety use, defines the frequency sub bands of 450-512 MHz and 800-900 MHz. Also includes 960 MHz and 2 GHz microwave sub bands.

Undesignated/Unsolicited Donation - Unsolicited/undesignated goods are those donations that arrive in the State but have not been requested by an agency.

Unified Command - A team that allows all agencies (with geographical or functional responsibility for the incident) to co-manage an incident through a common set of objectives and strategies. Agencies' accountability, responsibilities, and authorities remain intact.

Unit - The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command - The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Very high frequency (VHF) - Ranges from 30 MHz to 300 MHz. For public safety use, defines the frequency sub bands of 30-50 MHz and 150-174 MHz.

Vital Records - Records or documents, for legal, regulatory, or operational reasons, cannot be irretrievably lost or damaged without materially impairing the organization's ability to conduct business or provide essential services.

Volunteer - For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g. 16 U.S.C. 742f(c) and 29 CFR 553.101.

Vulnerability - Susceptibility to a physical injury or attack. Vulnerability refers to the susceptibility to hazards.

Vulnerability Analysis - A determination of possible hazards that may cause harm. Should be a systemic approach used to analyze the effectiveness of the overall (current or proposed) emergency management, emergency services, security, and safety systems at a particular facility or within a jurisdiction.

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

Weapons-Grade Material - Nuclear material considered most suitable for a nuclear weapon. It usually connotes uranium enriched to above 90 percent uranium-235 or plutonium with greater than about 90 percent plutonium-239.

Weapon of Mass Destruction - Any destructive device as defined in 18 USC 921; any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a). In 18 USC 921, a destructive device is defined, with certain exceptions, to mean any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or a mine, or a device similar to the above; any type of weapon by whatever name known that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more 0.5 inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

Whole Community Approach - Preparedness is a shared responsibility; it calls for the involvement of everyone — not just the government — in preparedness efforts. By working together, everyone can help keep the nation safe from harm and help keep it resilient when struck by hazards, such as natural disasters, acts of terrorism, and pandemics.

CHECKLISTS

1. Aircraft Accident

2. Dam Failure

3. Flood

4. Hurricane

5. Pandemic

6. Civil Disorder

CHECKLIST: 1. AIRCRAFT ACCIDENT

Planning

☐ Become familiar with types and number of aircraft using the airport(s).
☐ Ensure WaCo EMgt has procedure to coordinate with FAA regarding civilian aircraft accidents
☐ Coordinate with WaCo EMgt and local broadcast media to activate the Emergency Action System.
☐ Assess impact of plane crash at or near vital facilities.
☐ Coordinate and plan at least one exercise (table top or practical) tri-annually.
☐ Determine the availability of mobile and or portable mortuary services.
☐ Coordinate with the airline (if applicable) for response and information.
☐ Coordinate with volunteer and or public agencies for shelter operations as appropriate.
☐ Establish or facilitate a unified command structure.
☐ Ensure fire department personnel and other responders meet or exceed OSHA 1910.120.
☐ Ensure responders are trained in aircraft accidents and victim extrication.

Response

☐ Identify immediate response requirements.
☐ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
☐ Activate the DOC/JOC/EOC as appropriate.
☐ Issue alert and warning based on procedure, as warranted.
☐ Establish communications with responding agencies.
☐ Determine as quickly as possible:

> ☐ Number of killed or injured
> ☐ General boundary of the affected area
> ☐ The general extent of damages
> ☐ The general extent of power or other utility disruption
> ☐ Immediate needs of response forces
> ☐ If voluntary evacuations of the population have begun
> ☐ Location of any triage area
> ☐ Location of any congregate care area established or ad hoc

☐ Evaluate overall situation based on incident information.
☐ Establish communications with the County's EMgt. coordinator.
☐ Establish communications with the FAA and/or NTSB as appropriate. If military, establish communications with the appropriate military branch.
☐ Request a liaison from the airline, airport or military if appropriate to do so.
☐ Establish ongoing reporting from the response forces services, private agencies and utilities.
☐ Establish incident command (including designation of an incident command post).
☐ Coordinate with designated lead agency the opening of shelters as appropriate.
☐ On order, evacuate affected areas with assistance from response forces.
☐ Conduct first staff briefing as soon as practical after EOC activation.
☐ Activate or establish rumor control through the public information officer (PIO).
☐ Establish a schedule for briefings.
☐ Brief city/county/agency/utility executives.
☐ Provide PIO with updated information.
☐ Provide response forces with updated information, as appropriate.
☐ Release statement via the public information officer (PIO) as soon as practical, in coordination with airline, airport or military officials.
☐ Issue action guidance as appropriate.
☐ Establish operational period and duty roster for the EOC and/or command post.
☐ Develop and post any required maps or diagrams.
☐ Activate an events log.
☐ Review and follow resource procurement procedure.
☐ Inventory additional resources that may be used or called upon for use.
☐ Activate formal resource request procedure and resource tracking.

☐ Coordinate all resource requests being forwarded to WaCo EMgt. Coordinator.
☐ Activate financial tracking plan coordinated by the Finance Director.
☐ Activate damage assessment and follow damage assessment procedure.
☐ Develop an incident action plan (IAP) outlining actions to be accomplished in the next 12 hours.
☐ Conduct a transition to WaCo EMgt

Recovery

☐ Gather D/A information (public, housing, business) from DATs.
☐ Obtain information from Red Cross regarding number of shelterees and projection of needs.
☐ Obtain information from airline or airport regarding safety, debris removal, etc.
☐ Assess citizen / community needs for individual assistance and or public assistance if applicable.
☐ Activate local unmet needs committee if appropriate.
☐ Gather financial information from the Finance Officer.
☐ As appropriate gather additional information to include:

       ☐ Personnel that responded and the time involved in the response.
       ☐ Time sheets or time logs.
       ☐ Supplies used.
       ☐ Contracts issued.
       ☐ Purchase orders issued.
       ☐ Any other expenditures.
       ☐ Damages to public buildings, equipment, utilities, etc.
       ☐ Loss of life of any public servant.
       ☐ Documents regarding economic impact.

Notation: Most costs associated with an aircraft accident are borne by the airline, the aircraft owner or pilot in command and are billable as such. Such items as volunteer response, if not a contracted service (i.e., volunteer fire department personnel) may not be reimbursable.

☐ Develop or generate reports for the following, as appropriate:
       ☐ FAA / NTSB
       ☐ State
       ☐ Local elected officials
       ☐ County/City /Town Managers
       ☐ Others requiring or requesting reports

☐ Coordinate recovery and relief organizations.
☐ Ensure public officials are made aware of the assistance application process, if applicable.
☐ Perform an incident critique as soon as possible with all possible response organizations.
☐ Review agency and self-performance.
☐ Review the weaknesses of the plan.
☐ Correct weaknesses.
☐ Implement hazard mitigation or modify hazard mitigation plan accordingly.
☐ Brief elected officials with updated information and disaster recovery progress.

CHECKLIST: 2. DAM FAILURE

Planning

☐ Ensure dams are inspected regularly by the appropriate agency (i.e., Army Corps of Engineers)
☐ Maintain up to date contact information and copy of any emergency plan of owner/operator.
☐ Ensure the public living in the area is aware of the hazard.
☐ Require reporting of timely information affecting local jurisdictions.
☐ Collaborate with businesses likely affected prior to a dam failure.
☐ Institute appropriate building codes and code enforcement to minimize damages downstream.
☐ Establish local laws to prohibit or minimize construction in known flood plains or near spillways.
☐ Conduct hazard analysis of vital facilities in potential path.
☐ Coordinate and plan at least one exercise (table top or practical) tri-annually.
☐ Procure or produce information pamphlets for distribution to the public if appropriate.
☐ Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
☐ Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.

Response

☐ Identify immediate action or response requirements.
☐ Take action to preserve life and or property.
☐ Organize or establish the EOC, based on operational procedure.
☐ Issue alert and warning based on procedure, as warranted.
☐ Establish communications with responding agencies.
☐ Determine as quickly as possible:

> ☐ Number of casualties
> ☐ General boundary of the affected area
> ☐ The general extent of damages
> ☐ The general extent of power or other utility disruption
> ☐ Immediate needs of response forces
> ☐ If voluntary evacuations of the population have begun
> ☐ Location of any congregate care area established or ad hoc

☐ Evaluate overall situation.
☐ Establish communications with the County EMgt. Coordinator.
☐ Establish communications with the dam owner/operator.
☐ Establish communications with US Army Corps of Engineers.
☐ Establish communications with and request a liaison from electric and gas utilities.
☐ Establish ongoing reporting from the response forces services, private agencies and utilities.
☐ Establish incident command and command post(s) as needed.
☐ Coordinate shelter openings with designated lead agency (Red Cross).
☐ On order, evacuate effected areas with assistance from response forces.
☐ Conduct first staff briefing as soon as practical after EOC activation.
☐ Activate or establish rumor control through the public information officer (PIO).
☐ Establish a schedule for briefings.
☐ Brief city/county/agency/utility executives.
☐ Provide PIO with updated information.
☐ Provide response forces with updated information, as appropriate.
☐ PIO briefing as soon as practical.
☐ Issue action guidance as appropriate.
☐ Establish operational period duty roster for the EOC and/or command post.
☐ Develop and post any required maps or diagrams.
☐ Activate an events log.
☐ Review and follow resource procurement procedure.
☐ Inventory additional resources that may be used or called upon for use.
☐ Activate formal resource request procedure and resource tracking.
☐ Coordinate all resource requests being forwarded to the State.
☐ Activate financial tracking plan coordinated by the Finance Officer.

CHECKLIST: 2. DAM FAILURE

☐ Activate damage assessment and follow damage assessment procedure.
☐ Develop initial IAP outlining actions to be accomplished in the next 12 hours.
☐ Conduct a "second shift" or relieving shift briefing.
☐ Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

☐ Gather DA information (public, housing, business) from DATs.
☐ Obtain information from Red Cross regarding number of sheltered and projection of needs.
☐ Obtain information from the dam owner and or Army Corps of Engineers regarding safety, etc.
☐ Assess citizen / community needs for individual assistance and/or public assistance if applicable.
☐ Activate local unmet needs committee if appropriate.
☐ Gather financial information from the Finance Director.
☐ As appropriate gather additional information to include:

> ☐ Personnel that responded and the time involved in the response.
> ☐ Time sheets or time logs.
> ☐ Supplies used.
> ☐ Contracts issued.
> ☐ Purchase orders issued.
> ☐ Any other expenditures.
> ☐ Damages to public buildings, equipment, utilities, etc.
> ☐ Loss of life of any public servant.
> ☐ Documents regarding economic impact.

☐ Develop or generate reports for the following, as appropriate:

> ☐ FEMA
> ☐ State
> ☐ Local elected officials
> ☐ County/City /Town Managers
> ☐ Others requiring or requesting reports

☐ Coordinate relief/recovery efforts.
☐ Establish donated goods management based on policy and procedure.
☐ If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
☐ Ensure public officials are made aware of the assistance application process, if applicable.
☐ PIO informs the general public of the assistance application process, if applicable.
☐ Perform an incident critique as soon as possible with all possible response organizations.
☐ Review agency and self-performance.
☐ Review the weaknesses of the plan.
☐ Correct weaknesses.
☐ Implement hazard mitigation or modify hazard mitigation plan accordingly.
☐ Brief elected officials with updated information and disaster recovery process.

CHECKLIST: 3. FLOOD

Planning

☐ Ensure the public is well informed regarding flood watches and warnings
☐ Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
☐ Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a flooding event.
☐ Ensure the community is a participant in the National Flood Insurance Program (NFIP).
☐ Coordinate the establishment of local laws to prohibit or minimize construction in the flood plain.
☐ Coordinate and plan at least one exercise (table top or practical) tri-annually.
☐ Coordinate with local planning boards and inspections departments regarding building codes and Code enforcement to minimize damages.
☐ Conduct hazard analysis of vital facilities and the impact of a flood on one or more of those facilities.
☐ Procure or produce information pamphlets for distribution to the public, as applicable.
☐ Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
☐ Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.
☐ Coordinate with department of transportation officials for information regarding roads and bridges likely to be closed due to flood.
☐ Coordinate with electric utilities to share information concerning power outages.

Response

☐ Identify immediate action or response requirements.
☐ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
☐ Activate the EOC as appropriate.
☐ Organize or establish the EOC, based on operational procedure.
☐ Issue alert and warning based on procedure, as warranted.
☐ Establish communications with responding agencies.
☐ Through communications with responding agencies determine as quickly as possible:
      ☐ Number of killed or injured (if any)
      ☐ General boundary of the effected area
      ☐ The general extent of damages
      ☐ The general extent of power or other utility disruption
      ☐ Immediate needs of response forces
      ☐ If voluntary evacuations of the population have begun
      ☐ Location of any congregate care area established or ad hoc

☐ Evaluate overall county situation.
☐ Establish communications with the State.
☐ Establish communications with the National Weather Service.
☐ Establish communications with and request a liaison from state transportation and electric and gas utilities if necessary.
☐ Establish ongoing reporting from the response forces, private agencies and utilities.
☐ Establish incident command.
☐ Establish command post(s) as needed.
☐ Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
☐ On order, evacuate effected areas with assistance from response forces.
☐ Conduct first staff briefing as soon as practical after EOC activation.
☐ Activate or establish rumor control through the public information officer (PIO).
☐ Establish a schedule for briefings.
☐ Brief city/county/agency/utility executives.

CHECKLIST: 3. FLOOD

☐ Provide PIO with updated information.
☐ Provide response forces with updated information, as appropriate.
☐ Cause public information to be released, via the public information officer (PIO) as soon as practical.
☐ Issue action guidance as appropriate.
☐ Establish 24/7 duty roster for the EOC and/or command post.
☐ Develop and post any required maps or diagrams.
☐ Activate an events log.
☐ Review and follow resource procurement procedure.
☐ Inventory additional resources that may be used or called upon for use.
☐ Activate formal resource request procedure and resource tracking.
☐ Coordinate all resource requests being forwarded to the State.
☐ Activate financial tracking plan coordinated by the Finance Officer.
☐ Activate damage assessment and follow damage assessment procedure.
☐ Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
☐ Conduct a "second shift" or relieving shift briefing.
☐ Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

☐ Gather damage assessment information (public, housing, business) from damage assessment teams.
☐ Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
☐ Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
☐ Obtain information from utilities regarding outages, length of repair, safety, etc.
☐ Assess citizen / community needs for individual assistance and or public assistance.
☐ Activate local unmet needs committee if appropriate.
☐ Gather financial information from the Finance Officer.
☐ As appropriate gather additional information to include:

> ☐ Personnel that responded and the time involved in the response.
> ☐ Time sheets or time logs.
> ☐ Supplies used.
> ☐ Contracts issued.
> ☐ Purchase orders issued.
> ☐ Any other expenditures.
> ☐ Damages to public buildings, equipment, utilities, etc.
> ☐ Loss of life of any public servant.
> ☐ Documents regarding economic impact.

☐ Develop or generate reports for the following, as appropriate:

> ☐ FEMA
> ☐ State
> ☐ Local elected officials
> ☐ County/City /Town Managers
> ☐ Others requiring or requesting reports

CHECKLIST: 3. FLOOD

☐ Coordinate relief/recovery efforts.
☐ Establish donated goods management based on policy and procedure.
☐ If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
☐ Ensure public officials are made aware of the assistance application process, if applicable.
☐ PIO informs the general public of the assistance application process, if applicable.
☐ Perform an incident critique as soon as possible with all possible response organizations.
☐ Review agency and self performance.
☐ Review the weaknesses of the plan.
☐ Correct weaknesses.
☐ Implement hazard mitigation or modify hazard mitigation plan accordingly.
☐ Brief elected officials with updated information and disaster recovery process.

CHECKLIST: 4. HURRICANE

Planning

☐ Ensure the public is well informed regarding hurricane watches and warnings.
☐ Monitor the National Weather Service for timely watches and warnings affecting local jurisdictions.
☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
☐ Coordinate proper precautions and emergency actions prior to a hurricane.
☐ Coordinate and plan at least one exercise (table top or practical) tri-annually.
☐ Coordinate with local planning boards and inspections departments regarding building codes and Code enforcement to minimize damages.
☐ Coordinate the establishment of local laws to strengthen building codes in hurricane prone areas.
☐ Conduct hazard analysis of vital facilities and the impact of a hurricane on one or more of those facilities.
☐ Procure or produce information pamphlets for distribution to the public, as applicable.
☐ Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
☐ Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.
☐ Coordinate with department of transportation officials for information regarding roads and bridges likely to be used for evacuation.
☐ Establish evacuation routes and an overall evacuation plan.
☐ Coordinate with inland jurisdictions to host evacuating population.
☐ Coordinate with electric utilities to share information concerning power outages.

Response

☐ Identify immediate action or response requirements.
☐ Act to preserve life and or property, including the deployment of required resources.
☐ Activate the DOC/JOC/EOC as appropriate.
☐ Organize or establish the OC, based on operational procedure.
☐ Issue alert and warning based on procedure, as warranted.
☐ On order, evacuate affected areas
☐ Establish communications with supporting agencies.
☐ Establish traffic control and security with law enforcement.
☐ Through communications with responding agencies determine as quickly as possible:

> ☐ Number of casualties (if any)
> ☐ General boundary of the impacted area
> ☐ The general extent of damages
> ☐ The general extent of power or other utility disruption
> ☐ Immediate needs of responders
> ☐ If voluntary evacuations of the population have begun
> ☐ Location of any congregate care area established or ad hoc

☐ Evaluate overall City situation.
☐ Establish communications with the County.
☐ Establish communications with the National Weather Service and National Hurricane Center.
☐ Establish communications with state transportation, electric utilities, and gas utilities as necessary.
☐ Establish ongoing reporting from the response forces, private agencies and utilities.
☐ Establish incident command.
☐ Establish command post(s) as needed.
☐ Coordinate sheltering operations with lead agency (Red Cross).
☐ Conduct first staff briefing as soon as practical after EOC activation.
☐ Activate or establish rumor control through the public information officer (PIO).
☐ Establish a schedule for briefings.
☐ Brief city/county/agency/utility executives.
☐ Provide PIO with updated information.
☐ Provide responders with updated information, as appropriate.
☐ Release statement via PIO as soon as practical.

CHECKLIST: 4. HURRICANE

☐ Issue action guidance as appropriate.
☐ Establish duty roster
☐ Develop and post any required maps or diagrams.
☐ Activate an events log.
☐ Review and follow resource procurement procedure.
☐ Inventory additional resources that may be used or called upon for use.
☐ Activate formal resource request procedure and resource tracking.
☐ Coordinate all resource requests being forwarded to the State.
☐ Activate financial tracking plan coordinated by the Finance Officer.
☐ Activate damage assessment and follow damage assessment procedure.
☐ Develop IAP outlining actions that must be accomplished in the next 12 hours.
☐ Conduct a "second shift" or relieving shift briefing.
☐ Discuss with and present to your relief, the IAP for the next operational period.

Recovery

☐ Gather damage assessment information from damage assessment teams.
☐ Obtain status and projections of sheltering operations from the lead agency.
☐ Obtain information from utilities regarding outages, length of repair, safety, etc.
☐ Assess citizen / community needs for individual assistance and or public assistance.
☐ Activate local unmet needs committee if appropriate.
☐ Gather financial information from the Finance Director.
☐ As appropriate gather additional information to include:

       ☐ Personnel that responded and the time involved in the response.
       ☐ Time sheets or time logs.
       ☐ Supplies used.
       ☐ Contracts issued.
       ☐ Purchase orders issued.
       ☐ Any other expenditures.
       ☐ Damages to public buildings, equipment, utilities, etc.
       ☐ Loss of life of any public servant.
       ☐ Documents regarding economic impact.

☐ Develop or generate reports for the following, as appropriate:
       ☐ FEMA
       ☐ State
       ☐ Local elected officials
       ☐ County/City /Town Managers
       ☐ Others requiring or requesting reports

☐ Coordinate/monitor efforts.
☐ Establish donated goods management based on policy and procedure.
☐ If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
☐ Ensure public officials are made aware of the assistance application process, if applicable.
☐ Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
☐ Perform an incident critique as soon as possible with all possible response organizations.
☐ Review agency and self-performance.
☐ Review the weaknesses of the plan.
☐ Correct weaknesses.
☐ Implement hazard mitigation or modify hazard mitigation plan accordingly.
☐ Brief elected officials with updated information and disaster recovery progress.

CHECKLIST: 5. HEALTH EMERGENCY

Planning

☐ Ensure the public is well informed
☐ Designate a health coordinator to liaise with stakeholders (supply chain vendors, local businesses, faith-based organizations).
☐ Develop contingency plans to address the lack of essential services.
☐ Coordinate with Human Resources and Department Heads for Continuity of Government with substantial loss of workforce.
☐ Plan for remote operations
☐ Ensure protocols for delegation of authority and succession are in place.
☐ Consider potential recall of recently retired employees.
☐ Consider development of materials used for "just in time" training. This includes checklists or brief procedures on how to operate specific equipment (e.g., telecommunications consoles, computers, etc). These should be used to provide a training resource for non-essential employees tasked with essential functions during a public health emergency.
☐ Identify materials and supplies to sustain essential functions and equipment for up to three months and determine the most effective ways to ensure an adequate supply of these essential materials.
   • Can these materials be stockpiled or do they have a minimal shelf life which would prohibit this action?
   • Collaborate with the vendors to ensure that plans are in place to provide these essential resources to their customers.

☐ Procure or produce information pamphlets for distribution to the public, as applicable.
☐ Identify policies and procedures to protect and sustain workers during the emergency.
   • Reduce demands on essential workers.
   • Develop procedures to ensure all individuals are following proper infection control techniques.
   • Reduce the amount of time spent in gatherings such as shift meetings, breaks, and shift changes.
   • Develop strategies to assist staff that has children or elder-care responsibilities or other special needs that might affect their ability to work during a health emergency.

☐ Plan for potential interruptions of essential government functions, like sanitation, water, and power, and disruptions of the food supply.
☐ Anticipate social disruption & disgruntled callers. Identify methods to mitigate and address these types of calls.
☐ Procure and store a sufficient amount of infection control supplies (e.g., soap, alcohol-based hand sanitizers, disinfectant, etc.).
☐ Establish internal surveillance protocols to monitor the health of employees
☐ Ensure all employees are properly trained in the types and use of personal protective equipment, the proper methods of personal hygiene, and the recognition of signs and symptoms associated with the current threat.
☐ Develop training programs for all personnel on personal, workplace and family protection protocols, and actions to take for each phase of the response. Exercises of the Health Emergency and COOP plan should also be conducted.
☐ Identify special needs communities and individuals who may receive home health care. This service may be interrupted and patients may need to be directed to other resources by communications personnel.
☐ Monitor regional/national/international sources for updates.

CHECKLIST: 5. HEALTH EMERGENCY

Response

☐ Implement the agency's all hazard emergency operations plan and continuity of operations plan
☐ Implement specific strategies to protect employees on the job.
  ● Require employees to stay home if they think they might be sick and until symptoms are gone.
  ● Provide supplies of hand sanitizers and disinfectants at numerous locations.
  ● Provide personal protective equipment to employees.

☐ Identify and assess implications for at-risk workers and family members. Consideration given to pregnant women, individuals with compromised immune systems, and individuals with underlying chronic conditions.
☐ Implement social distancing practices including relocation of workspaces, closing break rooms and lunchrooms. Employ worksite protection strategies such as providing sufficient and accessible infection control supplies to include personal protective equipment.
☐ Implement human resource policies which allow employees to work from home or another location.
☐ Restrict or minimize workforce travel. Conduct business using teleconferencing, conference calls, or other means.
☐ Increase frequency of cleaning facilities and equipment, ensuring that surfaces which are touched are cleaned after each shift or as personnel rotate positions, with soap and water or some combination of detergent/disinfectant.
☐ Monitor employee and employee's family social and psychological concerns. Mental health and faith-based resources should be available to provide counseling to personnel during and after the event.
☐ Adjust business actions based on any unfolding economic and social disruptions.
☐ Throughout the emergency, maintain a situational awareness of how the incident is impacting The city, and share pertinent information with employees and other agencies as appropriate.
☐ Evaluate overall county situation.
☐ Establish ongoing reporting from the response forces, private agencies and utilities.
☐ Establish incident command.
☐ Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
☐ On order, evacuate effected areas with assistance from response forces.
☐ Conduct first staff briefing as soon as practical after EOC activation.
☐ Activate or establish rumor control through the public information officer (PIO).
☐ Establish a schedule for briefings.
☐ Brief city/county/agency/utility executives.
☐ Provide PIO with updated information.
☐ Provide response forces with updated information, as appropriate.
☐ Cause public information to be released, via the public information officer (PIO) as soon as practical.
☐ Issue action guidance as appropriate.
☐ Establish 24/7 duty roster for the EOC and/or command post.
☐ Review and follow resource procurement procedure.
☐ Inventory additional resources that may be used or called upon for use.
☐ Activate formal resource request procedure and resource tracking.
☐ Coordinate all resource requests being forwarded to the County EOC
☐ Activate financial tracking plan coordinated by the Finance Director.

CHECKLIST: 5. HEALTH EMERGENCY

Recovery

☐ Assess the impact of the Health Emergency and begin to implement procedures to return to pre-event conditions.

☐ Monitor international and national health information sources for any updates on additional threats.

☐ Schedule briefings to ensure accurate information is provided to employees. This should include support services available, and the signs and symptoms of emotional problems.

☐ Encourage the use of Employee Assistance Programs for assistance with coping with loss and stress

☐ Assess the impact on employees and their families. Mental health and faith-based resources should be available to provide counseling to personnel during and after a pandemic.

☐ Perform an After-Action Review, documenting strengths and weaknesses of the incident and ensure that these are addressed in the future revisions of the appropriate plans and procedures.

☐ Gather financial information from the Finance Director.

☐ As appropriate gather additional information to include:

       ☐Personnel that responded and the time involved in the response.
       ☐Time sheets or time logs.
       ☐Supplies used.
       ☐Contracts issued.
       ☐Purchase orders issued.
       ☐Any other expenditures.
       ☐Loss of life of any public servant.
       ☐Documents regarding economic impact.

☐ Develop or generate reports for the following, as appropriate:

       ☐ FEMA
       ☐ State
       ☐ Local elected officials
       ☐ County/City /Town Managers
       ☐ Others requiring or requesting reports

☐ Coordinate relief/recovery efforts.

☐ Establish donated goods management based on policy and procedure.

CHECKLIST: 6. Civil Disorder

Planning

☐Ensure public officials are well informed regarding the potential for civil unrest.
☐Confer with local, state and federal law enforcement to monitor the potential for civil unrest or disturbance.
☐Estimate need for auxiliary forces.
☐Ensure the appropriate information network is in place to inform officials of potential civil unrest prior to an occurrence.
☐Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation, if such activation becomes necessary.
☐Negotiate mutual aid agreements. Obtain agreements with those jurisdictions, including reimbursement costs, if any.
☐Prepare to assist law enforcement with support resources.
☐Maintain resource listings.
☐Conduct hazard analysis of vital facilities and the impact of a civil unrest or riot incident on one or more of those facilities.
☐Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
☐Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations. Confer and coordinate with other jurisdictions to shelter (as appropriate) county citizens.

Response

☐ Identify immediate action or response requirements.
☐ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
☐ Activate the EOC as appropriate.
☐ Organize or establish the EOC, based on operational procedure.
☐ Issue alert and warning based on procedure, as warranted.
☐ Establish communications with responding agencies.
☐ Through communications with responding agencies determine as quickly as possible:

       ☐Number of killed or injured
       ☐General boundary of the affected area
       ☐The general extent of damages
       ☐The general extent of power or other utility disruption
       ☐Immediate needs of response forces
       ☐If there are any fires in the area
       ☐If any looting has or is occurring
       ☐Location of any triage area
       ☐Location of any congregate care area established.

☐ Evaluate overall county situation.
☐ Establish communications with the State.
☐ Establish communications with and request a liaison from electric and gas utilities as appropriate.
☐ Establish ongoing reporting from the response forces services, private agencies and utilities.
☐ Establish incident command.
☐ Establish command post(s) as needed.
☐ Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
☐ On order, evacuate affected areas using available response forces.
☐ Conduct first staff briefing as soon as practical after EOC activation.
☐ Activate or establish rumor control through the public information officer (PIO).
☐ Establish a schedule for briefings.
☐ Brief city/county/agency/utility executives.
☐ Provide PIO with updated information.

☐ Provide response forces with updated information, as appropriate.
☐ Cause public information to be released, via the public information officer (PIO) as soon as practical.
☐ Issue action guidance as appropriate.
☐ Establish 24/7 duty roster for the EOC and/or command post.
☐ Develop and post any required maps or diagrams.
☐ Activate an events log.
☐ Review and follow resource procurement procedure.
☐ Inventory additional resources that may be used or called upon for use.
☐ Activate formal resource request procedure
Coordinate all resource requests being forwarded to the State.
☐ Activate financial tracking plan coordinated by the Finance Officer.
☐ Activate damage assessment and follow damage assessment procedure.
☐Develop an IAP outlining actions that must be accomplished in the next 12 hours.
☐Conduct a "second shift" or relieving shift briefing.
☐Discuss with and present to your relief, the IAP for the next 12 hours

Recovery

☐Gather damage assessment information (public, housing, business) from damage assessment teams.
☐Gather information from law enforcement regarding any potential for additional or prolonged incidents.
☐Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
☐Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
☐Obtain information from utilities regarding outages, length of repair, safety, etc.
☐Assess citizen / community needs for individual assistance and or public assistance.
☐Activate local unmet needs committee if appropriate.
☐Gather financial information from the Finance Officer.
☐As appropriate gather additional information to include:

  ☐Personnel that responded and the time involved in the response.
  ☐Time sheets or time logs.
  ☐Supplies used.
  ☐Contracts issued.
  ☐Purchase orders issued.
  ☐Any other expenditures.
  ☐Damages to public buildings, equipment, utilities, etc.
  ☐Loss of life of any public servant.
  ☐Documents regarding economic impact.

☐Develop or generate reports for the following, as appropriate:

  ☐FEMA
  ☐State
  ☐Local elected officials
  ☐County/City /Town Managers
  ☐Others requiring or requesting reports

☐Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
☐Establish donated goods management based on policy and procedure.
☐Local civil unrest issues are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible
☐Ensure public officials are made aware of the assistance application process, if applicable.

☐Ensure the general public is made aware, through the public information officer, of the assistance Application process, if applicable.
☐Perform an incident critique as soon as possible with all possible response organizations.
☐Review agency and self-performance.
☐Review the weaknesses of the plan.
☐Correct weaknesses.
☐Implement hazard mitigation or modify hazard mitigation plan accordingly.
☐Brief elected officials with updated information

Appendix D: ESF Checklists

Emergency Support Function Guidance

ESF 1: Transportation

Primary Agency	Goldsboro Wayne Transit Authority
Support Agencies	Wayne County OES Wayne County Public Schools Goldsboro Police City of Goldsboro Parks and Recreations

PURPOSE:

The purpose of ESF 1 is to coordinate across agencies in regards to transportation needs before, during, and after a disaster, emergency, or planned event

SUMMARY OF ACTIONS:

Prevention/preparedness

- Establish and maintain liaison with local transportation officials
- Maintain notification systems to support emergency/disaster response. These systems should address evacuation orders, bridge and road closures, suspension of State construction or maintenance operations, contra-flow and the suspension of State tolls, as appropriate.

Recovery

- Assist with coordination of the repair and restoration of transportation infrastructure
- Maintain information and status on lines of transportation

Response:

- Provide information and status on lines of transportation to DOC/JOC/EOC
- Evaluate and respond to ESF 1 mission/task requests, including (but not limited to) establishment of evacuation routes, staging areas, and other potential resource requirements. Consult with associated ESFs regarding support that may be required from ESF 1.
- In coordination with other ESFs and local entities, assess, identify, establish and/or maintain:
  - Transportation routes for evacuation and surge of populations.
  - Transportation routes from staging areas, reception areas, shelters, or other facilities needed because of the incident.
  - Routing for special equipment, removal of human and/or animal remains or other special needs that may occur prior to, during or after an incident.
- Establish operational needs for restoration of transportation services during an emergency. Consult with developed plans (or begin development of plans) for the distribution/assignment of specialized equipment and personnel.

Mitigation:

- Identify potential emergency transportation issues and collaborate to develop or recommend plans, protocols, procedures, and policies to prevent or mitigate their effects.

ESF 2: Communications

Primary Agency	Wayne County 911
Support Agencies	Goldsboro IT NC Highway Patrol SJAFB Amateur Radio Emergency Services (ARES)

PURPOSE:

The purpose of ESF 2 is to coordinate across agencies in regards to communication needs before, during, and after a disaster, emergency, or planned event

SUMMARY OF ACTIONS:

Prevention/preparedness	Recovery
- Identify public and private telecommunications facilities, equipment, and personnel to support emergency communications capabilities. - Develop communication strategies for implementation during disasters. - Conducting periodic testing and exercising of emergency communication and notification systems	Coordinate replacement and restoration of damaged or destroyed communications equipment and facilities in the affected areas.
Response: - Provide information and status on lines of communications to EOC - Evaluate and respond to ESF 2 mission/task requested including: assess communications needs, prioritize requirements, and make recommendations to deploy equipment and personnel to affected areas, as required. - Coordinate prioritization and restoration of communications capabilities as appropriate. - Coordinate efforts with commercial communications providers to restore services, to include public safety and first responder priorities. - Coordinate frequency management plans, talk groups, and channels during emergency response operations. - Plan for and prepare communications and alerting systems to support the deployment of response personnel. - Track and assess capabilities of communication and alerting infrastructure, taking appropriate steps as necessary to assure continuity of operations. - Identify obstructions and damage to the communications and notification infrastructure and capabilities as well as general impact assessments in support of the State emergency response priorities. - Provide communication and alerting strategies for functional needs populations, including the Telecommunication Device for the Deaf (TDD), texting capability, and the Emergency Alert System (EAS).	**Mitigation:** Identify potential hazard impacts to communications and alerting infrastructure and collaborate to develop or recommend hazard mitigation plans, protocols, procedures, projects and/or policies to prevent or mitigate their effects.

ESF 3: Public Works & Engineering

Primary Agency	Public Works/Engineering
Support Agencies	Public Utilities Inspections

PURPOSE:

The purpose of ESF 3 is to utilize resources (i.e., human, technical, equipment, facility, materials, supplies) to provide technical expertise, evaluation, engineering services, contracting for emergency repair of dams, drinking water and wastewater treatment facilities, potable water, emergency power, public real estate, and debris management to assist the State in meeting its goals related to lifesaving and life-sustaining actions, damage mitigation, and recovery activities before, during and after an emergency/disaster event

SUMMARY OF ACTIONS:

Prevention/preparedness

- Establish and maintain liaison with state public works and engineering officials.
- organize and train a support unit of structural engineers to support emergency operations in post disaster building evaluations.
- Coordinate training for building inspectors, local government engineers, and other interested persons required to make rapid evaluations and decisions regarding continued use and occupancy of damaged buildings.

Recovery

- Maintain information and status on public and private systems, including water supply, wastewater treatment and debris removal to SEOC Operations via WebEOC.

Response:

- Evaluate and respond to ESF 3 mission/task requests including providing available resources for repair/ service, refueling, parking, storage and staging facilities, and mapping
- Assess water and sewer service restoration, potable water supply, solid waste disposal, and engineering requirements
- Establish priorities to repair damaged water/sewer systems and coordinate the provision of temporary, alternate or interim sources of emergency power and water/sewer services.
- Coordinate debris removal, reduction, and disposal operations
- Coordinate assistance to include personnel, equipment, and technical expertise necessary to assess damage resulting from an emergency or disaster
- Assess the status of dams that may be threatened or compromised
- Provide for temporary construction of emergency routes necessary for passage of emergency response personnel, construction of firebreaks, etc. as requested.
- Facilitate expedited permitting for repair/demolition work to be performed.
- Coordinate with ESF 12 regarding restoration of electrical power for critical infrastructure and essential buildings.
- Coordinate with ESF 10 for assistance with disposal of contaminated environmental media and HazMats

Mitigation:

- Identify potential hazard impacts to public works and engineering infrastructure and collaborate to develop or recommend hazard mitigation plans, protocols, procedures, projects and/or policies to prevent or mitigate their effects.

ESF 4: Fire Fighting	
Primary Agency	**Goldsboro Fire Department**
Support Agencies	Wayne County OES Volunteer Fire Departments

PURPOSE:

The purpose of ESF 4 is to coordinate and mobilize fire, rescue and emergency services resources, personnel and equipment to detect and suppress urban, rural, wildland fires, and other fire protection issues.

SUMMARY OF ACTIONS:

Prevention/preparedness	Recovery
• Establish and maintain liaisons with regional firefighting officials • Maintain a system to recognize potential hazards • Maintain a database of location and contact information for personnel and resources relative to firefighting response.	• Maintain information and status of firefighting activities to DOC/JOC/EOC

Response:	Mitigation:
• Provide information and status on firefighting efforts to DOC/JOC/EOC • Evaluate and respond to ESF 4 mission/task requests, including providing available resources, equipment, and personnel for fulfilling ESF missions. Maintain situational awareness of resources committed to an incident. • Support fire investigations and inspections, as requested. • Mobilize and pre-position response resources, when it is apparent that state firefighting resources will be required • During periods of high fire danger, coordinate resources to support fire patrols and surveillance	• Support requests and directives from the DOC/JOC/EOC.

FIRE POLICIES

SOG-03 Operations of Emergency Vehicles

SOG-04 Incident Command System

SOG-05 Personnel Accountability

SOG-08 Emergency Response

SOG-13 Firefighting

ESF 5: Emergency Management

Primary Agency	City of Goldsboro Leadership & Policy Team
Support Agencies	Wayne County OES

PURPOSE:

The purpose of ESF 5 is to manage and facilitate a coordinated emergency operation through collecting, processing, and disseminating emergency information and disaster intelligence; developing Incident Action Plans (IAP); and coordinating resource support to the local governments. ESF 5 provides the core management and administrative functions in support of the Wayne County Emergency Operations Plan (WCEOP).

SUMMARY OF ACTIONS:

Prevention/preparedness

- Maintain notification systems to support emergency/ disaster response.
- Maintain contacts with WCOES and local government officials
- Develop plans and strategies for the activation of ESF 5 and the overall approach to emergency management.
- Assure operational readiness of EOC.
- Maintain coordination and communication with local partners
- Maintain and provide training to partners on WebEOC

Recovery

- Determine recovery strategies and activities.
- Continue to keep partners, appropriate governmental officials (state, local, regional and federal) updated on recovery activities.
- Begin the assessment of damage and capabilities of key resources and infrastructure caused by incident and reporting to appropriate bureau/agency.

Response:

- Activate as appropriate, including ESFs and Support Agencies that may be required for incident response.
- Develop situation reports, action plans, etc.
- Assign and schedule sufficient personnel to staff for an extended period.
- Maintain operational status of the DOC/JOC/EOC.
- Assess the situation, types, availability and location of response resources, technical support and required services.
- Determine priorities for protecting human safety and public welfare (affected populations and response personnel).
- Maintain constant communications with the WCOES to coordinate operations.
- Coordinate and document initial damage assessment including key resources and critical infrastructure, businesses and individual homes.
- Coordinate with ESF 2 and ESF 15 to identify alternate means of getting information to local government officials and agencies to ensure channels of communication remain open.
- Prepare documentation and situational awareness needed to support the requests for and directives resulting from a State of Emergency declaration
- Consult with other ESFs, support agencies, and impacted local municipalities to determine response activities and needs

Mitigation:

- Support and plan for mitigation measures including monitoring and updating mitigation actions in the State Hazard Mitigation Plan.
- Support requests and directives from WCOES concerning mitigation and/or re-development activities.

EMERGENCY MANAGEMENT POLICIES AND GUIDANCE

Wayne County Emergency Operations Plan *(FOUO)*

Robert T. Stafford Disaster Relief and Emergency Assistance Act

Presidential Policy Directive 8: National Preparedness

National Preparedness System

Emergency Assistance Compact

Resource Typing Library

FEMA 2019 Equipment Rates

NIMS Mutual Aid Guide

ICS Resource Center

Pandemic and All Hazards Preparedness Act

FEMA ICS Forms

ESF 6: Mass Care, Housing & Human Services

Primary Agency	Department of Health & Human Services
Support Agencies	Red Cross United Way Paramount

PURPOSE:

The purpose of ESF 6 is to organize mass care, emergency assistance, temporary housing, and human services-related support and assistance during and after an emergency

SUMMARY OF ACTIONS:

Prevention/preparedness

- Maintain information on individual, family, domestic pet and/or service animal preparedness and disaster planning.
- Identify disaster sheltering facilities and the provision of life-sustaining services in a safe, sanitary, and secure environment.
- Identify and establish applicable MOUs/MOAs/LOAs with feeding and water services organizations/vendors that can procure, prepare, and distribute a variety of food and water to an affected population.
- Identify and establish resources for mass evacuee support e.g., temporary shelter at points of embarkation and debarkation, feeding, water, etc.
- Identify and establish resources and support services that persons with disabilities and other access and functional needs may utilize to maintain independence while receiving mass care, housing, and human services activities, including sheltering, feeding, and distribution of emergency supplies.
- Identify the needs to support individuals with house-hold pets and service animals during evacuation, rescue, and disaster shelter activities, reunification, and coordinate veterinary care.

Recovery

- Coordinate to identify long-term housing needs of impacted populations who cannot return to their normal living arrangements because of disaster damage and impacts.
- Maintain information and status on mass care, housing, and human services to WCOES Operations via WebEOC.
- Assess need for ongoing reunification operations of affected displaced population across vast geography, reunification/identification of unclaimed fatalities, reunification of unaccompanied minors/adults with cognitive/intellectual disabilities, missing children/ adults with cognitive/intellectual disabilities.
- Transition individual cases to local agencies, when the situation becomes stable and communications are restored.
- Identify and resolve barriers to returning evacuees back to their communities.

Response:

- Coordinate resources to support shelter operations for individuals and households displaced by disasters.
- Ensure staffing and supplies are adequate for identified shelter operations, including resources to support individuals with access and functional needs.
- Maintain and update the WebEOC shelter board. Provide the SEOC with a listing of shelter status, occupancy levels, unmet needs, and shelter conditions a minimum of once per operational period.
- Coordinate with ESF 8 to provide resources to support medical and mental health services at shelters, as needed.
- Provide systems and mechanisms to allow individuals that are separated to contact one another. Facilitate the reunification of children separated from their parent(s)/legal guardian(s), as well as adults separated from their families, due to disaster.
- Provide mass care services and tracking the movement of evacuees, their household pets, service animals, and medical equipment.
- Coordinate with animal support services/organizations for the rescue, transportation, shelter, reunification, care, and essential needs of household pets and service animals during response operations to ensure their safety and well-being.
- Provide communication assistance and language access to diverse populations impacted by disaster.

Mitigation:

- Identify mass care, housing, and human services hazards and vulnerabilities and collaborate to develop or recommend plans, protocols, procedures, and policies to prevent or mitigate their impact.

ESF 7: Resource Support

Primary Agency	Office of the City Manager
Support Agencies	Finance Wayne County OES

PURPOSE:

The purpose of ESF 7 is to provide logistical and resource support to entities involved in emergency response and recovery efforts affecting the City of Goldsboro.

SUMMARY OF ACTIONS:

Prevention/preparedness	Recovery
• Maintain situational awareness through coordination with ESF 7 support agencies, for current inventories of available resources. • Maintain personnel, listings and resource contacts in a state of readiness appropriate to existing and anticipated emergency conditions. • Maintain inventory and availability of all facilities that may be utilized in an emergency. • Ensure standard procurement and reimbursing procedures are followed. Establish and maintain contracts where necessary.	• Maintain information and status of Resources and contracts
Response: • Provide information and status of resources and contracts to EOC Logistics via WebEOC. • Evaluate and fulfill resource support requests for threatened/impacted area. Coordinate requests with EOC Logistics Chief. • Anticipate impact and assess initial reports to identify potential resource needs. • Maintain a tracking system for all acquired resources, including management reports. • Implement or develop state contracts to meet emergency needs, as required. • Coordinate movement of equipment and personnel with ESF 1. • Coordinate the location and use of storage sites as staging areas for the deployment of personnel, assets, and materials (including food, equipment, medical supplies, etc.) into the affected area. • Coordinate federal contracts and resource support as needed.	**Mitigation:** • Support requests and directives from City leadership.

ESF 8: Health & Medical

Primary Agency	Department of Health & Human Services
Support Agencies	Red Cross Wayne County OES

PURPOSE:

The purpose of ESF 8 is to organize the capability to provide medical care, public health, behavioral health, fatality management, medical transport, and healthcare facility evacuation in disaster situations. ESF 8 is also responsible for outlining responsibility and policy established for health and medical operations before, during, and after a disaster.

SUMMARY OF ACTIONS:

Prevention/preparedness

- Establish and maintain liaison with state health and medical officials.
- Communicate and share plans and information across agencies with public health and medical responsibilities.
- Identify potential emergency public health risks and issues and collaborate to develop or recommend protocols, procedures, and policies to prevent or mitigate their impacts.
- Monitor and initiate planning and preparedness actions for the spread of potential illnesses and contagions throughout the world and their potential impact to the City of Goldsboro.
- Ensure the safety and security of the food supply within the state and prevent foodborne illness and injuries through inspection, enforcement, and education.
- Monitor healthcare facilities for capacity, surge, developing trends, critical systems, and reportable illness investigation
- Maintain health and medical inventory to assist in the state and provide a mechanism to receive, stage, store, and distribute any additional items received during an incident.
- Provide, monitor, and maintain an interoperable information system utilized to maintain awareness of hospital status, facility census, and incident management, volunteer management, and resource management.

Response

- Provide information and status on health and medical efforts to SEOC Operations via WebEOC.
- Evaluate and respond to ESF 8 mission/task requests including providing available resource equipment and personnel for fulfilling ESF missions, as well as maintain situational awareness of resources committed to an incident.
- Coordinate the delivery of health and medical services, including the provision of medical personnel, equipment, pharmaceuticals, and supplies.
- Coordinate resources to support response activities of personnel, commodities, and services in response to requests for public health and medical assistance.
- Coordinate resources to support requests for medical services, including mental health and behavioral health services.
- Coordinate activation of available public health, medical, and mortuary response teams as necessary.
- Coordinate activation of state and local health, medical, and veterinary volunteers.
- Coordinate resources to support healthcare system surge.
- Monitor and coordinate resources to meet pharmaceutical needs, including identification and distribution of resources from available state pharmaceutical caches and the Strategic National Stockpile, when deployed.
- Monitor healthcare facility bed availability.
- Coordinate behavioral health services to affected individuals, families, communities, and responders.
- Coordinate DMORT services.
- Coordinate and direct the activation and deployment of EMS agencies. Maintain situational awareness of deployed EMS assets.

Recovery

- Coordinate resources to support the restoration of vital public health and medical support systems and facilities to operational status.
- Coordinate the continued provision of behavioral health services to affected individuals, families, communities, and responders by implementing and maintaining an on-going crisis psycho-educational program.
- Support the operations necessary for the identification, registration, certification, and disposition of the deceased and their personal effects. Provide a final fatality report.

Mitigation

- Identify public health and medical hazards and vulnerabilities and collaborate to develop or recommend plans, protocols, procedures, and policies to prevent or mitigate their impact.
- Promote mitigation planning to public health and medical organizations and facilities..

ESF 9: Search & Rescue

Primary Agency	Goldsboro Fire Department
Support Agencies	Wayne County OES Volunteer Fire Departments

PURPOSE:

The purpose of ESF 9 is to provide a framework for coordination and cooperation across agencies and response partner organizations to support in technical and non-technical search and rescue operations before, during, and after a disaster or emergency. Operations may include searches for missing persons, aircraft and/or marine vessels, extrication of victims from confined spaces, and immediate medical support of located victims.

SUMMARY OF ACTIONS:

Prevention/preparedness

- Establish and maintain liaison with regional SAR assets/officials.
- Develop and maintain internal agency search and rescue plans, procedures, resource directories, and emergency contact lists to support ESF 9 activities.
- Maintain current inventories of search and rescue facilities, equipment, and materials and supplies by agency and type to ensure a timely response.
- Maintain a system to recognize credentials of associated agencies/personnel.
- Assist local governments in training of personnel and rescue organizations for SAR operations.

Response

- Provide information and status on SAR efforts to EOC operations via WebEOC.
- Evaluate and respond to ESF 9 mission/task requests including providing available resources equipment and personnel for fulfilling ESF missions. Maintain situational awareness of resources committed to an incident.
- Coordinate available data on buildings, structures and other related risks associated with the work of ESF 3 if the incident involves structural issues and ESF 4 if the incident involves wildfire or structural fires.
- Coordinate air support assets to support SAR operations.
- Provide monitoring for contaminated areas and consult with appropriate support agencies to provide access and egress search and rescue control to contaminated areas.
- Coordinate with the Logistics Section for the location and use of storage sites as staging areas for the deployment of personnel, assets and materials into the affected area.
- Establish communications with appropriate field personnel to coordinate resources to support response efforts and gain situational awareness.
- Conduct ongoing assessments of search and rescue priorities and strategies to ensure adequate resources to support critical search and rescue operational needs with a priority on life safety.

Recovery:

- Maintain information and status of SAR activities to EOC Operations via WebEOC.

Mitigation:

- Support requests and directives

ESF 10: Hazardous Materials

Primary Agency	Goldsboro Fire Department
Support Agencies	Wayne County OES

PURPOSE:

The purpose of ESF 10 is to coordinate support and response to the control and containment of an actual or potential oil or hazardous materials release when local resources have been or are expected to become overwhelmed and, when applicable, to coordinate with Federal resources requested to assist in the response activities.

SUMMARY OF ACTIONS:

Prevention/preparedness

- Prepare an inventory of existing threats using Superfund Amendments and Re-Authorization Act (SARA) Title III, Tier II information.
- Develop procedures for identification, control, and clean-up of hazardous materials.
- Maintain a system to recognize credentials of associated agencies/personnel.
- Maintain a listing of private contractors capable of performing emergency and/or remedial actions associated with a hazardous materials incident.
- Collect and utilize licensing, permitting, monitoring, and/or transportation information from the appropriate local, State, or Federal agencies and/or private organizations to facilitate emergency response.

Response

- Provide information and status on HazMat efforts to SEOC Operations via WebEOC.
- Evaluate and respond to ESF 10 mission/task requests including providing available resources equipment and personnel for fulfilling ESF missions. Maintain situational awareness of resources committed to an incident.
- Assess the situation, as requested, to include:
  - Nature, amount and location of real or potential releases of hazardous materials.
  - Exposure pathways to humans and the environment.
  - Probably direction and time of travel of the materials.
  - Potential impact upon human health, welfare, safety and the environment.
  - Types, availability, and location of response resources.
  - Technical support, and hazmat and cleanup services needed.
  - Priorities for protecting human health, safety, welfare, resources, environment.
- Provide personal protective equipment recommendations, as the incident requires.
- Coordinate monitoring efforts to determine the extent of the contaminated area(s) and consult with appropriate support agencies to provide access and egress control to contaminated areas.
- Coordinate decontamination activities with appropriate local, State, and Federal agencies.
- Coordinate with appropriate local, State, and Federal agencies to ensure the proper disposal of wastes associated with hazardous materials incidents; and assist in monitoring or tracking such shipments to appropriate disposal facilities.
- Conduct ongoing assessments of priorities and strategies to ensure adequate resources to support HazMat operational needs with a priority on life safety.

Recovery

- Maintain information and status of hazardous material activities to EOC Operations via WebEOC.

Mitigation:

- Support requests and directives from the DOC/JOC/EOC.

ESF 11: Agriculture, Cultural, & Natural Resources

Primary Agency	Office of the City Manager
Support Agencies	DGDC Travel and Tourism

PURPOSE:

The purpose of ESF 11 is to coordinate cooperation of agencies regarding agriculture, natural and cultural resources issues and activities before, during, and after a disaster, emergency, or planned event in the State

SUMMARY OF ACTIONS:

Prevention/preparedness

- Develop and/or maintain plans, procedures, etc. for the following activities:
    - The protection of animal and plant health and security, including the response to an outbreak of a highly contagious animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation, whether accidentally or intentionally introduced.
    - Sampling and analysis of plants/crops contaminated with chemical or biological agents.
    - The protection of animal health to include ensuring the safety of the manufacture and distribution of foods and distribution of drugs given to livestock, poultry, and companion animals.
- Develop protocols and maintain liaisons with elements of the USDA's National Animal Health Emergency Response Corps (NAHERC) and other out-of-state entities with similar response capabilities.
- Develop and maintain a database of locations and contact information for animal and agricultural premises, cultural and natural resources, including supporting industries, veterinary, medical and non-medical volunteers, and agencies that are able to provide care and rescue assistance.
- Assist local governments in training of personnel and rescue organizations for agricultural response operations.
- Work with local officials regarding the identification and eradication of invasive forest pests.
- Work with arborists, urban foresters, and Urban Forest Strike Teams to provide training on assessing tree damage following an ice storm, wind event, etc.
- Develop and maintain a list of emergency animal shelters and confinement areas, with personnel and resource information, in New Hampshire for livestock and poultry by county. When feasible, ESF 11 will assist emergency coordinators in identifying suitable facilities for shelters and confinement areas.
- Coordinate natural, cultural, and historic resource identification and vulnerability assessments

Response

- Provide information and status on agriculture, natural and cultural resource efforts to EOC Ops via WebEOC.
- Evaluate and respond to ESF 11 mission/task requests,
- including providing available resources, equipment, and personnel for fulfilling ESF missions. Maintain situational awareness of resources committed to an incident.
- Support animal and livestock safety through coordination of emergency animal control, sheltering, rescue, and stabling for livestock and poultry, as well as rescue and transportation of livestock/poultry to shelters and coordinating triage and follow-up veterinary care for animals.
- Coordinate the integration of veterinary medical assistance teams.
- Coordinate resources to support animal rescue, evacuation, sheltering, and reunification.
- Coordinate the eradication, destruction, removal, and proper disposal of contaminated plants, soil, animal waste, and animal depopulation operations with other ESFs as appropriate.
- Coordinate the decontamination of animals, animal products, and cultural resources as needed to prevent disease and protect public health.
- Coordinate with the appropriate local, state, and federal agencies to ensure the proper disposal of wastes associated with incidents, including ESF 10.
- Provide Protective Action guidance, as the incident requires.
- Coordinate resources to support response to livestock, large animals, and equine-related impacts, as well as assist with identification and location of housing and other related services.
- Support surveillance and monitoring to determine the extent of any affected area and consult with appropriate support agencies to provide access and egress control to affected areas; request assistance from relevant response entities as required.
- Determine critical needs and resources available within the state to preserve, conserve, rehabilitate, recover, and restore natural and cultural resources.

Recovery

- Complete all state eradication and control activities in an animal disease event or plant disease/pest event.
- Assist with recovery efforts for agricultural businesses in affected areas.
- Coordinate salvage programs for forest products damaged by disease and pests or other disaster.
- Maintain information and report status regarding agriculture, natural and cultural resources to EOC Ops via WebEOC.

Mitigation:

- Support requests and directives from the DOC/JOC/EOC.

ESF 12: Energy

Primary Agency	Public Utilities
Support Agencies	Duke Energy Wayne County OES

PURPOSE:

The purpose of ESF 12 is to provide a coordinated response in the restoration of energy services, support emergency response and recovery efforts, and normalize community functions in a disaster area. Support includes, but is not limited to, assessing energy and non-energy utility system damages as well as supplies and requirements to restore such systems; obtaining information on deliverable fuels, supplies and providing emergency information, education and conservation guidance to the general public concerning energy and utility services.

SUMMARY OF ACTIONS:

Prevention/preparedness

- Develop and maintain internal agency operational plans and procedures, resource directories, and emergency contact lists to support ESF 12 activities.
- Maintain a system to recognize credentials of associated agencies/personnel.
- Maintain records reflecting local or mutual aid capabilities.

Response

- Analyze affected areas to determine operational priorities and emergency repair procedures with utility field personnel.
- Provide information and status on utilities to EOC Ops via WebEOC.
- Coordinate with the electric and natural gas utilities operating in the City to ensure the integrity of power supply systems are maintained during emergency situations and any damages incurred are repaired and services restored in an efficient and expedient manner afterward.
- Monitor and coordinate the availability of electric utility generating capacity and reserves, the availability and supply of natural gas, supply and transportation of generation and transportation fuels, and coordination of emergency power supply, excluding portable generators.
- Monitor and coordinate the restoration of electric and natural gas services for normal community functioning.
- Coordinate with utility representatives to determine emergency response and recovery needs.
- Coordinate with ESF 6 and local EOCs to identify emergency shelter power restoration status/needs and coordinate with ESF 12 support agencies and other ESFs with assistance in providing resources for emergency power generation. coordinate with utilities on the provision of temporary, alternate, or interim sources of emergency fuel, and power for impacted populations.
- Assessing the situation, as requested, to include:
  - Impact of incident upon energy system damages and requirements for restoration;
  - Energy supply and demand;
  - Response and recovery needs of impacted systems;
  - Plans to assist federal, state, local and private sector officials in establishment of priorities to repair damage to infrastructure; and,
  - restoration priorities and schedules established.
- Support appropriate investigations and inspections, as needed.

Recovery

- Provide information and status on firefighting efforts to DOC/JOC/EOC
- Evaluate and respond to ESF 4 mission/task requests, including providing available resources, equipment, and personnel for fulfilling ESF missions. Maintain situational awareness of resources committed to an incident.

Mitigation

- Support requests and directives from the DOC/JOC/EOC.

ESF 13: Law Enforcement

Primary Agency	Goldsboro Police Department
Support Agencies	Wayne County Sheriff Department N.C. State Police

PURPOSE:

The purpose of ESF 8 is to coordinate and mobilize fire, rescue and emergency services resources, personnel and equipment to detect and suppress urban, rural, wildland fires, and other fire protection issues.

SUMMARY OF ACTIONS:

Prevention/preparedness	Response
- Establish and maintain liaisons with regional firefighting officials - Maintain a system to recognize potential hazards - Maintain a database of location and contact information for personnel and resources relative to firefighting response.	- Verify inventories of available statewide law enforcement and security resources, including personnel as needed, and provide a summary listing to the SEOC Operations Section. - Evaluate and respond to ESF 13 mission/task requests including providing available resources equipment and personnel for fulfilling ESF missions. Maintain situational awareness of resources committed to an incident. - Use existing law enforcement mutual aid structures to coordinate with other state and local agencies and other ESFs in the commitment or law enforcement/security resources from outside the affected area(s). - Assist local law enforcement in patrolling evacuated areas, including safeguarding critical facilities, and control access to the disaster area as requested through ESF 13. - Assist local law enforcement in conducting investigations as requested and as coordinated through ESF 13. - Assist local law enforcement agencies in law enforcement operations as coordinated through ESF 13. - Provide security for the SEOC, other emergency facilities, and response personnel, as requested.
Recovery	**Mitigation:**
- Maintain information and status of law enforcement activities to EOC Ops via WebEOC. - Continue those operations necessary to protect people and property. - Assist with security of recovery personnel as necessary. - Assist in reconstitution of law enforcement agencies as necessary. - Assist in facilitating reentry of evacuees.	Support requests and directives from the DOC/JOC/EOC.

ESF 14: Volunteer Management

Primary Agency	Community Relations
Support Agencies	Recreations & Parks Finance

PURPOSE:

The purpose of ESF 14 is to facilitate and coordinate communication with, and activities of volunteer services to support relief efforts in disaster areas.

SUMMARY OF ACTIONS:

Prevention/preparedness

- Establish and maintain liaisons with regional firefighting officials
- Maintain a system to recognize potential hazards
- Maintain a database of location and contact information for personnel and resources relative to firefighting response.

Recovery

- Maintain information and status of Volunteer resources to DOC/JOC/EOC

Response:

- Provide information and status on volunteers to EOC Logistics via WebEOC.
- Activate and notify volunteer relief organizations when an emergency or disaster is threatening or has occurred, as directed by EOC Logistics Chief.
- Evaluate and respond to ESF 14 mission/task requests including providing available resources for fulfilling ESF missions.
- Coordinate volunteer services to the impacted areas and maintain records of services being provided, the location of operations and requirements for support.
- Consult with other ESFs that my need support of ESF 14
- Coordinate with NH VOAD as necessary
- Refer individuals requiring licensing to the appropriate agencies

Mitigation:

- Support requests and directives from the DOC/JOC/EOC.

ESF 15: Public Information

Primary Agency	Office of City Manager
Support Agencies	Wayne County OES

PURPOSE:

Emergency Support Function 15 - Public Information (ESF 15) provides a framework for coordination and collaboration with appropriate, Federal, state and local agencies regarding public information needs, issues, and activities before, during, and after a disaster or emergency in the State to ensure the delivery of timely, accurate, and accessible public messages.

SUMMARY OF ACTIONS:

Prevention/preparedness

- Develop a public information program to educate the public regarding the effects of common, emergency, and disaster situations.
- Develop procedures to organize and operate the EOC media briefing area and/or a JIC.
- Develop and maintain social media engagement procedures for ESF's during activations of the EOC.
- Encourage the public to develop disaster plans and kits.
- Provide training and materials for public inquiry lines, including methods for collecting and documenting calls received and appropriate response.
- Maintain a current list of media contacts.
- Implement a comprehensive public information program to include news conferences, news releases, fact sheets for media and local organizations, updates for websites and social media accounts, and outreach to those with access and functional needs.

Response

- Provide information and status on public information to SEOC Manager via WebEOC. Obtain status reports, and keep the SEOC informed of progress of assigned tasks.
- Evaluate and respond to ESF 15 mission/task requests including providing available resources, equipment, and personnel for fulfilling ESF missions. Maintain situational awareness of resources committed to an incident.
- Provide EAS messages and news releases in common language and terminology to inform the public. Coordinate with established hotline systems.
- Provide emergency information to the public to ensure public safety and health through a wide variety of methods.
- Coordinate with news media regarding emergency operations and to disseminate emergency information to the public.
- Execute a multi-agency/jurisdiction coordinated public information program.
- Supplement local emergency management public information operations, as necessary.
- Gather incident related information through direct communications links with operational units in the field and/or their appropriate coordinating entities.
- Assess priorities and strategies to meet the most critical public information needs.
- Monitor social media activity and media coverage of the incident and verify accuracy and consistency of information by consulting SEOC sources.
- Coordinate news conferences
- Coordinate with 211 to manage requests from the public for disaster related information.

Recovery

- Continue public information activities to include updating the public on recovery efforts.
- Ensure emergency information concerning safety and disaster assistance is provided to the public in coordination with each ESF utilizing available communications channels.

Mitigation:

- Support requests and directives from the DOC/JOC/EOC.

ESF 16: Military Support

Primary Agency	SJAFB Command
Support Agencies	Wayne County OES NC National Guard

PURPOSE:

The purpose of ESF 16 is to provide a framework for coordination of military support in times of a major emergency or catastrophic disaster.

SUMMARY OF ACTIONS:

Prevention/preparedness

- Develop plans for the rapid alert, notification, and assembly of units to be
- Develop plans to provide support as required for Quick Reaction Force (QRF).
- Ensure ESF 16 staff is trained on the Emergency Operations Plan, JOC SOP, and MAC plans and procedures.
- Synchronize bilateral training with EOC and other State agencies.
- Ensure procedures are in place to document costs for any potential reimbursement.

Response

- Provide information and status on National Guard efforts to EOC Operations via WebEOC.
- Evaluate and respond to ESF 16 mission/task requests including providing available resources equipment and personnel for fulfilling ESF missions. Maintain situational awareness of resources committed to an incident.
- Coordinate valid mission tasks in support of current operations and general state operations and coordinate mission requests in support of ESF 5.
- Coordinate with the NCNG JOC/JTF to identify and obtain required assets to efficiently accomplish the mission.

Recovery

- Maintain information and status of military resources to DOC/JOC/EOC

Mitigation:

- Support requests and directives from the DOC/JOC/EOC.

ESF 17: Cybersecurity

Primary Agency	Information & Technology
Support Agencies	

PURPOSE:

The purpose of ESF 17 is to provide a centralized entity for responding to a cyber incident that affects the State of New Hampshire. ESF 17 provides a means of defining, specifying, and maintaining the functions and resources required to ensure timely and consistent actions, communications, and response efforts. Additionally, ESF 17 ensures appropriate coordination and inclusion of necessary state, federal, and local agencies and private industry, in order to minimize the impact of a cybersecurity incident. Significant cybersecurity incidents may occur independently or in conjunction with disaster emergency operations and potentially could impact public health, safety, or critical infrastructure.

SUMMARY OF ACTIONS:

Prevention/preparedness

- Users of networked systems may prevent cyber incidents by proper usage of networks, systems, and applications in compliance with applicable information security policies.
- Users of networked systems may prevent cyber incidents by creating, implementing, and maintaining policies and procedures to secure networks, systems, and applications.
- Ensure procedures and program/contact information are up-to date. Discuss lessons identified from incidents and exercises, and explore creative ways to leverage resources.
- Communicate and share information with other Lead and Supporting Agencies/Organizations, and with other agencies/organizations, as appropriate.
- Collaborate with other Lead and Supporting Agencies/Organizations, and others, as appropriate, on prevention/protection/mitigation initiatives.
- Develop and maintain operational plans and procedures, resource directories, and emergency contact lists to support ESF 17 activities, including response and recovery actions.
- Develop coordination mechanisms, strategies, and requirements for post-incident assessments, plans, and activities that are scalable to incidents of varying types and magnitudes.

Response

- Evaluate and respond to ESF 17 mission/task requests including providing available resources equipment and personnel for fulfilling ESF missions. Maintain situational awareness of resources committed to an incident.
- Consult Cyber Disruption Plan for specialized actions
- Oversee and track containment and restoration activities including actions taken, resource assignments, and notifications.
- Identify appropriate subject matter experts to recognize threats and vulnerabilities to IT networks with respect to emergency management objectives and priorities for potential cyber-related events.
- Identify appropriate subject matter experts to ascertain remediation and mitigation measures (e.g., plans, procedures, hardening measures, etc.) for threats and vulnerabilities with respect to emergency management objectives and priorities for potential cyber-related events.
- Make an initial determination of damage, compromise, and risk; identify immediate corrective actions to contain damage, minimize risk, and preserve evidence.
- Engage appropriate subject matter experts to assess threat and risk levels and make recommendation for immediate action.
- Monitor disruption events to determine scale and scope, and to determine if the event is contained or escalating.
- Gather and share information that may indicate the development of a larger or more regional-level disruption event.
- Provide other cybersecurity experts or representatives in the region with situational awareness and assistance during a catastrophic incident as necessary and possible.
- Help coordinate IT-related response activities pursuant to an Incident Action Plan.
- Coordinate with emergency management support staff to procure critical cyber-related resources.
- Provide situational awareness and subject matter expertise and solutions for an Incident Commander during a response, including:
  - Assisting Operations Staff in understanding technical and operational issues regarding cyber-related resources and networks.
  - Assisting Planning Staff in the development of priorities and objectives of a long-term response to a large-scale cyber disruption incident.

Recovery

- Maintain information and status of firefighting activities to DOC/JOC/EOC

Mitigation:

- Monitor network traffic for suspicious activity
- Know where sensitive data resides and be aware of the protection strategy that includes encryption monitoring.
- Perform annual penetration and vulnerability assessments.
- Prepare for worst-case scenarios.

ESF 18: Business & Industry

Primary Agency	DGDC
Support Agencies	Community Relations Travel & Tourism

PURPOSE:

The purpose of ESF 18 is to provide a framework for coordination and cooperation among public and private sector partners before, during and after disasters, emergencies or planned events in Goldsboro. Close collaboration between public and private sector partners throughout all phases of emergency management improves community resilience and ensures effective use of resources during emergencies.

SUMMARY OF ACTIONS:

Prevention/preparedness

- Cooperate with federal and State entities and continue to support sharing of information about physical and cyber threats, vulnerabilities, incidents, potential protective measures, and best practices.
- Develop strategies in coordination with HSEM to incorporate private sector/business into ESF 18.
- Maintain a system to recognize credentials of associated agencies/personnel.
- Assist SEOC planners with protection, response, restoration and recovery priorities, and plans for such private sector critical lifelines as:
  - Health and medical
  - Food processing, distribution, and sale
  - Electrical power generation and distribution
  - Communications
  - Transportation
  - Banking
  - Insurance
  - Fuel
  - Building trades industry/forest products
  - Large building supply retailers
  - Hospitality and related service businesses
  - Light and heavy manufacturing and distribution.

Response

- Gather situational awareness and provide information on impacts, key events, status of response actions, and the like, in particular:
  - Status of businesses (open, closed, damaged, etc.) in and around impacted area.
  - Status of key commodities at stores (and in transit) in and around impacted area.
  - Status and needs of survivors and communities as reported by the private sector.
  - Significant issues that businesses are facing, particularly those for which the public sector can facilitate or expedite solutions, in particular issues relating to critical infrastructure or disruption to commodity supply chains.
- Assist, receive reports, and analyze private sector damage assessment information, e.g., insurance industry reports.
- Provide broad assessments of visitor volume in impacted destination sites.
- Coordinate with Insurance Department for credentialing of adjusters.
- Monitor and report on business/industry specific response, recovery, and restoration teams.
- Assist SEOC planners with developing protection and response priorities and plans for private sector critical lifelines and other economic/business sectors.
- Facilitate information sharing between government entities and private sector partners.
- Provide referrals to ESF 14 for offers of volunteers or need for volunteer assistance.

Recovery

- Coordinate with Insurance Department who will monitor the deployment/activities of insurance claims adjusters.
- assist in identifying and documenting economic and insurance impacts and losses.
- In case of a Small Business Administration (SBA) eligible disaster, assist in communicating eligibility criteria to affected businesses.
- Assist SEOC planners with restoration and recovery priorities and plans for private sector critical lifelines and other economic and business sectors.
- Coordinate with business community needing assistance, as well as the business community who can donate support.
- As requested, and as information is available, provide reports on impacts to affected businesses.
- Conduct business registration for post-disaster reentry as requested

Mitigation:

- Support requests and directives from the DOC/JOC/EOC.
- Promote business continuity planning for private sector businesses to increase resilience and lessen the impacts of future emergencies.

The Planning P

The Planning Cycle, or "Planning 'P'" as it's generally referred to, establishes a continuum for Incident Action Planning (IAP) during both emergency and non-emergency operations. The Planning "P" represents a template for strategic, operational, and tactical planning that includes all steps that an Incident Command/Unified Command (IC/UC) and other members of the Command and General Staff should take to develop and disseminate an IAP.

The planning process may begin with the:

- Scheduling of a planned event
- Identification of a credible threat
- Initial response to an actual or impending incident

The process continues with the implementation of the formalized steps and the staffing required for the development of a written IAP.

Planning Process: Five Primary Phases

The five primary phases should be followed in sequence to ensure a comprehensive IAP. These phases are designed to enable the accomplishment of incident objectives within a specified time.

The primary phases of the planning process are essentially the same for the IC who develops the initial plan, for the IC and Operations Section Chief revising the initial plan for extended operations, and for the Incident Management Team (IMT) developing a formal IAP.

The five primary phases are:

1. Analyze the Situation, Including Future Developments
2. Establish Incident Objectives and Strategy
3. Develop the Plan
4. Prepare and Disseminate the Plan
5. Execute, Evaluate, and Revise the Plan

SAMPLE IAP

SPECIAL EVENT OBJECTIVES (ICS 202)

1. Special Event Name: Fourth of July Parade	2. Operational Period: Date From: 4 July Date To: 4 July Time From: 1000 Time To: 1400

3. Objective(s):

Examples:

1. All personnel report to XX location by 0800.
2. Briefing at XX location prior to departing for pre parade staging.
3. Establish Special Event Command at XX location.
4. Establish Communications- Radio roll call with to be done prior to parade @ 0930.
5. Demobilization at respective mobilization point after parade is complete.

4. Weather:

Day
Partly Cloudy

High: **82°F**

Precip: **10%**

Wind: From W at 10 mph
Humidity: 61%
UV Index: 7 High
Sunrise: 7:02 AM ET
Avg. High: 78°F

Night
Mostly Clear

Wind: From NE at 5 mph
Humidity: 73%

Sunset:
Avg. Low: 56°F

5. General Safety Message

Examples:
1.) Remain on assigned Channel for Special Event.
2.) Radio Etiquette
3.) Maintain awareness of Traffic and Crowds.
4.) Maintain Personnel safety

6. Special Event Action Plan (the items checked below are included in this Special Event Action Plan):

☑	ICS 203	☑	ICS 206	Other Useful Attachments:
☐	Map/Chart	☑	Weather Forecast	☑ Map of Course Route
☑	ICS 205			☑ Pictures of Course Signage
☑	ICS 205A			

7. Prepared by: Name: Charlie Smith   Position/Title: Special Event Coordinator

8. Approved by Special Event Commander: Name: Sally Gonzales   Signature: _____

ICS 202	IAP Page __1__	Date/Time: _____

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Special Event Name: Fourth of July Parade	2. Operational Period: Date From: 4 July Date To: 4 July
	Time From: 1000 Time To: 1400

3. Special Event Commander(s) and Command Staff:		7. Operations Section: Special Event Coordinator	
Special Event Leader	Sally Gonzales	Special Event Coordinator	Charlie Smith
Safety Officer	Paul Blanco	Registration	Evan Rude
Public Info. Officer	Sally Gonzales	Parade Start	John Son
Liaison Officer		Parade Finish	Sara Peak
		Volunteer Coordinator	Tammy Potter
4. Agency/Organization Representatives:			
Agency/Organization	Name	**EMS**	
ABC Foundation	Sally Gonzales	Medical Lead	Sam Mederios
Police Department	Police Chief	Medical Station 1	Dave Kia
Fire Department	Fire Chief	Medical Station 2	Cindy Kind
Volunteers Group 123		Medical Station 3	Sara Peak
5. Planning Section:		**Law Enforcement**	
Special Event Coordinator	Charlie Smith	Law Enforcement Lead	Peter Vaughn
		AB Street	Kelly Brown
6. Logistics Section:		EF Street	Todd Crane
Chief		CD Street	Jamie Pierce
Deputy		XY Street	Tim Pine
Support Branch			
Director		**Parade Floats**	
Supply Unit		Parade Float Coordinator	Tucker Trip
Facilities Unit		Start Float	Rhonda Angelo
Communications Unit	Tom Jones	End Float	Robert Canata
Medical Unit	Sam Mederios	Mid-Way Float	Edward Correira
Food Unit			
		8. Finance/Administration Section:	
		ABC Foundation	NAME

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 203	IAP Page _2___	Date/Time: _____

SPECIAL EVENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Special Event Name: Fourth of July Parade		2. Date/Time Prepared: Date: Time:		3. Operational Period: Date From: 4 July Date To: 4 July Time From: 1000 Time To: 1400	

4. Basic Radio Channel Use:

System/ Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
800 MHz	X Bank Channel X	Special Event Command		All Groups and Divisions	Special Event Command Monitored in the Special Event HQ. All call channel.
800 MHz	X Bank Channel X	Medical Stations		Medical Stations	
800 MHz	X Bank Channel X	EMS		EMS Group	Minor and Major EMS incidents
800 MHz	X Bank Channel X	Law Enforcement		Law Enforcement/ Traffic Enforcement	Perimeter control, traffic and road closure updates. Monitored in the Special Event HQ post.
Walkie Talkies	X Bank Channel X	Parade Floats		Float Participants	Float to Float communications assisting in flow of parade.
800 MHz	X Bank Channel X	Back up Special Event Channel			

5. Special Instructions:

If an incident occurs during the parade, contact Special Event Command immediately by utilizing the proper channel.

6. Prepared by (Communications Unit Leader): Name: Tom Jones   Signature: _____

ICS 205	IAP Page __3__	Date/Time: _____

COMMUNICATIONS LIST (ICS 205A)

1. Special Event Name: Fourth of July Parade	2. Operational Period: Date From: 4 July Date To: 4 July
	Time From: 1000 Time To: 1400

3. Basic Local Communications Information:

Special Event Assigned Position	Name (Alphabetized)	Method(s) of Contact (phone, pager, cell, etc.)
Start Float	Angelo, Rhonda	401-111-7777
Safety Officer	Blanco, Paul	401-888-3322
AB Street Shut Down	Brown, Kelly	401-214-3567
End Float	Canata, Robert	401-555-6666
Mid-Way Float	Correira, Edward	401-333-4444
EF Street Shut Down	Crane, Todd	401-789-1111
Special Event Commander	Gonzales, Sally	401-222-1235
Communications	Jones, Tom	401-222-3333
Medical Station 1	Kia, Dave	401-287-8963
Medical Station 2	Kind, Cindy	401-123-4567
Special Event Medical Unit Leader	Mederios, Sam	401-777-8888
Parade Finish Medical Station 3	Peak, Sara	401-999-6354
CD Street Shut Down	Pierce, Jamie	401-493-5178
XY Street Shut Down	Pine, Tim	401-465-8721
Volunteer Coordinator	Potter, Tammy	401-555-6789
Registration	Rude, Evan	401-777-7894
Special Event Coordinator Ops Sec.	Smith, Charlie	401-222-1234
Parade Start	Son, John	401-258-5467
Float Coordinator	Trip, Tucker	401-555-7777
Law Enforcement Lead	Vaughn, Peter	401-321-6666

4. Prepared by: Name: Tammy Potter	Position/Title: Volunteer Coordinator Signature: _____
ICS 205A IAP Page __4__	Date/Time: _____

MEDICAL PLAN (ICS 206)

1. Special Event Name: Fourth of July Parade		2. Operational Period: Date From: 4 July Date To: 4 July Time From: 1000 Time To: 1400		

3. Medical Aid Stations:

Name	Location	Contact Number(s)/Frequency	Paramedics on Site?	
Med Aid Station 1	Corner of X and Y Street	Cindy Kind 401-123-4567	☐ Yes ☐ No	
Med Aid Station 2	Corner of A and B Street	David Kia 401-287-8963	☐ Yes ☐ No	
Med Aid Station 3	Parade Finish	Sara Peak 401-999-6354	☐ Yes ☐ No	

4. Transportation:

Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
ABC Ambulance	Medical Aid Station 3 Parade Finish	Sara Peak 401-999-6354	☐ ALS ☐ BLS
EFG Ambulance	Medical Aid Station 2 Corner of A and B Street	David Kia 401-287-8963	☐ ALS ☐ BLS

5. Hospitals:

Hospital Name	Address, Latitude & Longitude	Contact Number(s)/ Frequency	Travel Time Ground	Trauma Center	Burn Center	Helipad
Woman and Infants	593 Eddy Street	401-444-4000		☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
Rhode Island Hospital	101 Dudley Street	401-274-1100		☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
Roger Williams Hospital	825 Chalkstone Ave	401-456-2000		☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
Miriam Hospital	164 Summit Ave	401-793-2500		☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
Providence VA Hospital	830 Chalkstone Ave	401-273-7100		☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No

6. Special Medical Emergency Procedures:
Contact command via the command channel immediately upon an emergency that is occurring. Identify where you are along the parade route using cross streets and the nature of the emergency. Command will relay the information to the closest unit available to assist at the emergency.

7. Prepared by (Medical Unit Leader): Name: Sam Mederios	Signature: _____
8. Approved by (Safety Officer): Name: Paul Blanco	Signature: _____

ICS 206	IAP Page __5__	Date/Time: _____

LARGE FIRE IAP

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From:	Date To:
	Time From:	Time To:

3. Name:	4. ICS Position:	5. Home Agency (and Unit):

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

8. Prepared by: Name: _____	Position/Title: _____	Signature: _____
ICS 214, Page 1	Date/Time: _____	

PUBLIC INFORMATION OFFICER

PURPOSE

The City of Goldsboro has developed this guidance In accordance with Federal, state, local and territorial best practices for Public Information Officers (PIO). This document provides operational guidance to assist in providing timely communication to the public before, during, and post incident/event. In addition to saving lives and property, effective communication can promote credibility and public trust.

SITUATION AND ASSUMPTIONS

A. Situation

The City of Goldsboro employs a continuous and comprehensive program to provide information to the general public. Prior to and during emergencies the public shall be provided with information as required to minimize the loss of life and property.

B. Assumptions

During emergencies there will be a greater demand for information from both the general public and media. Proper training and pre-established policies will assist in meeting the increased demand.

CONCEPT OF OPERATIONS

A. Phases of Emergency Management

1. Mitigation
   The PIO shall oversee a continuous program to provide ongoing information to the public.

2. Preparedness
   The PIO shall develop and maintain plans, checklists, procedures, contact lists, and other program materials. Continuing education is required to maintain awareness of best practices.

3. Response
   During an emergency, the PIO shall disseminate emergency instructions to the public. The instructions shall be prioritized as follows:

   a) Life safety/health preservation
   b) Emergency status updates
   c) Other relevant information

4. Recovery

   The PIO shall focus on ensuring all channels of communication are open. Updates on the state of essential services, travel restrictions, and or assistance programs should be provided as applicable. The PIO shall review all actions taken individually and or as part of an official After Action Review.

B. Direction and Control

The PIO shall coordinate public information. When emergency incidents arise, Incident Commanders (IC) or department heads that have been approved by the PIO may provide a statement to the media. Once contact has been established with the PIO, he/she shall be responsible for all messaging. During major events/emergencies the PIO shall report to the DOC/JOC/EOC if activated.

C. Coordination of Public Information

It is essential that the Emergency Information System activity and organization be recognized as a coherent system. PIOs at the local, state, regional, and federal levels are part of that singular system. For proper coordination during major emergencies/disasters, it is essential that information be released from a single authentic source to assure consistency.

1. At emergency incidents, on scene PIOs will provide a single source for information release. On larger incidents, PIOs from multiple agencies should work together to formulate a singular message. Final approval for all information releases shall be given by the Incident Commander.

If the situation continues to escalate and the Wayne County EOC is activated, the coordination of information falls to the County PIO. If there is further escalation and a JIC is established, the coordination of information falls to the designated lead PIO in the

PIO Procedures

Emergency Incidents	Disasters or Major Emergencies
- Access up to date media contact list - Assess needs (staffing or otherwise) - Contact the IC or his/her POC to establish what info can be released - Identify intended audience(s) - Prepare a briefing for the media as soon as practical - Maintain awareness of what media is on the scene - Provide media with controlled access to the scene - Consider a pool arrangement if there is limited scene access and or safety concerns - Measure your responses. Mistakes are often magnified during emergencies - Schedule an opportunity for the media to interview the IC - Monitor media reporting for accuracy	- Establish a media briefing area/room - Access an up to date media contact list - Contact the IC or his/her POC to establish what info can be released - Be prepared to hit the ground running (prior to arrival on scene) - Get out a summary statement as soon as is practical - Maintain awareness of what media is on the scene - Use relationships to acquire photos/information from media contacts - Provide a briefing schedule - Coral your information sources so as not to be blindsided - Post/disseminate media releases in a timely fashion - Be prepared to provide tours of the DOC/JOC/EOC - Select spokesperson(s) carefully. Title matters less than capability. The individual should be a respected member of the community with excellent communications skills. - Monitor media reporting for accuracy - Maintain an activity log (ICS form 214) - Complete all required forms, reports, and documents before demobilization - Hold debriefing session with the IC or POC before demobilization

Crisis Communication Development

Content Planning	Crisis and Emergency Risk Communication Principles
Gather information on the topic: • Who is affected? • What is happening? • What is the timeline (when did or will it happen)? • Where is it happening? • Why should people care?	Helpful tips include: • Express empathy- acknowledge what people may be feelings • Be helpful- provide relevant and up to date info that is easy to understand • Avoid clichés- Their repeated use makes them meaningless • Promote action- highlight specific things the public can do to stay safe • Show respect- stay away from emotionally charged words. Always use a calm tone • Promote collaboration- emphasize "whole community" efforts

Communication

Do	Don't
Write social media posts in a conversational tone, using first person plural to refer to the agency and second person to address the audience	Survey the public without securing preapproval for questions or information requests
Write in plain language and tailor information to the platform you are sharing it on	Post information on social media that is unconfirmed
Ensure that only authorized representatives use social media platforms belonging to official agency accounts	Tag personal social media accounts belonging to agency employees in posts to official agency accounts without permission
Ensure accessibility of all material by: ➢ Adding text to photos ➢ Linking info in graphics or PDFs to relevant websites ➢ Adding captions to videos and providing transcripts	Forget to include American Sign Language (ASL) interpreters and live captioning at news conferences and public events

The 8-Step Process

There have been many models developed to assist with the strategic communication process. The process below is adopted by the City of Goldsboro.
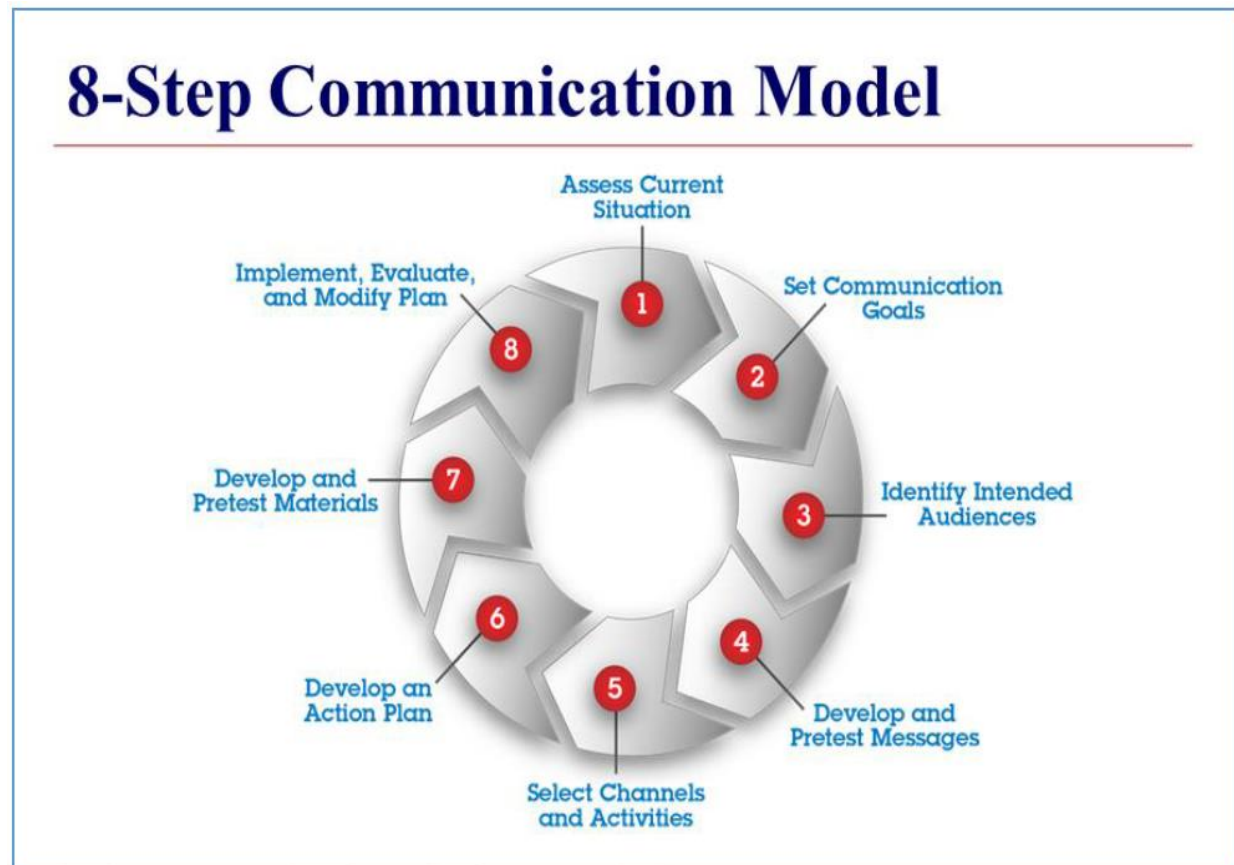
PIO HAZARD SPECIFIC CHECKLISTS

Included in this section is selected messaging for specific hazards. PIOs should review the checklist for the current hazard and incorporate the comments into news releases as appropriate. All checklists should be reviewed several times a year.

Checklists have developed to assist with the following hazards:

A. Hurricane
B. Flood
C. Tornado
D. Structure fire
E. Civil Unrest
F. Pandemic

HAZARD SPECIFIC MESSAGING CHECKLISTS

Hurricane

Pre-Event	During Event	Post-Event
• Stock and or maintain nonperishable food items (including water) • Fuel vehicles, tools, and generators (check batteries) • Assess medicinal and first aid needs • stage furniture on upper levels of home (if possible) • monitor radio, phone, and television for conditions and direction • evacuate before it is too late • De-energize and or disconnect utilities as appropriate • Stage items (sand bags, plastics, lumber, etc.) for waterproofing	• monitor radio, phone, and television for conditions and direction • if appropriate, seek higher ground • do not attempt to cross bodies of water • avoid areas known to flood • keep your cell phone charged • protect important documents • if your vehicle stalls… immediately call for help • if evacuating…. take warm clothing, important documents, medicine, and other supplies • if evacuating…. Use recommended routes • be aware of downed wires • if electrical appliances get wet, they should not be started	• use flashlights as opposed to lanterns, matches, or torches • report damage to infrastructure to proper authorities • purify water prior to drinking • stay away from flood damaged waters • be aware of downed wires • stay away from heavily damaged areas • monitor radio, phone, and television for conditions and direction

HAZARD SPECIFIC MESSAGING CHECKLISTS

Flood

Pre-Event	During Event	Post-Event
• Stock and or maintain nonperishable food items (including water) • Fuel vehicles, tools, and generators (check batteries) • Assess medicinal and first aid needs • stage furniture on upper levels of home (if possible) • monitor radio, phone, and television for conditions and direction • evacuate before it is too late • De-energize and or disconnect utilities as appropriate • Stage items (sand bags, plastics, lumber, etc.) for waterproofing	• monitor radio, phone, and television for conditions and direction • if appropriate, seek higher ground • do not attempt to cross bodies of water • avoid areas known to flood • keep your cell phone charged • protect important documents • if your vehicle stalls… immediately call for help • if evacuating…. take warm clothing, important documents, medicine, and other supplies • if evacuating…. Use recommended routes • be aware of downed wires • if electrical appliances get wet, they should not be started	• use flashlights as opposed to lanterns, matches, or torches • report damage to infrastructure to proper authorities • purify water prior to drinking • stay away from flood damaged waters • be aware of downed wires • stay away from heavily damaged areas • monitor radio, phone, and television for conditions and direction

HAZARD SPECIFIC MESSAGING CHECKLISTS

Tornado

Pre-Event	During Event	Post-Event
• Designate an in home safe area where everyone gathers in the event of a tornado • Secure valuables and important documents • Attach tie downs to mobile homes • Monitor for public service alerts across all platforms	• Find shelter immediately • Designated shelters • Basements • Low lying areas (if outside) • Stay away from windows • Stay against walls of reinforced buildings • Evacuate mobile homes	• Assess casualties and need for first aid • Stay clear of damaged structures • Report damaged utilities (sewer, water, gas…) • If odor of gas exists, shut off main, report to authorities, and evacuate

HAZARD SPECIFIC MESSAGING CHECKLISTS

Structure Fire

Pre-Event	During Event	Post-Event
• Encourage good fire safety habits via awareness programming • Awareness programming may include the following messaging: • Never smoke in bed • Store matches out of reach of children • Sleep with bedroom doors closed • Practice Exit Drills in the Home (EDITH) or business • Use only UL approved electrical equipment • Avoid wearing lose clothing while cooking • Purchase and know how to use a fire extinguisher • Keep working smoke detectors in the home	• Call 911 • Pull alarm and or make noise to alert other occupants • Help others exit if you can • Close the door if you are trapped • Get to a window and make noise if unable to exit • Close the door as you exit • Avoid the use of elevators. Use stairs. • Stay low • Provide arriving responders with a report on location of fire and unaccounted for occupants	• Assess injuries/damage • Contact insurance agent

HAZARD SPECIFIC MESSAGING CHECKLISTS

Civil Unrest

Pre-Event	During Event	Post-Event
• Encourage good fire safety habits via awareness programming • Awareness programming may include the following messaging: • Never smoke in bed • Store matches out of reach of children • Sleep with bedroom doors closed • Practice Exit Drills in the Home (EDITH) or business • Use only UL approved electrical equipment • Avoid wearing lose clothing while cooking • Purchase and know how to use a fire extinguisher • Keep working smoke detectors in the home	• Call 911 • Pull alarm and or make noise to alert other occupants • Help others exit if you can • Close the door if you are trapped • Get to a window and make noise if unable to exit • Close the door as you exit • Avoid the use of elevators. Use stairs. • Stay low • Provide arriving responders with a report on location of fire and unaccounted for occupants	• Assess injuries and damage • Contact insurance agent

HAZARD SPECIFIC MESSAGING CHECKLISTS

Hazardous Materials

Pre-Event	During Event	Post-Event
• Encourage good fire safety habits via awareness programming • Awareness programming may include the following messaging: • Never smoke in bed • Store matches out of reach of children • Sleep with bedroom doors closed • Practice Exit Drills in the Home (EDITH) or business • Use only UL approved electrical equipment • Avoid wearing lose clothing while cooking • Purchase and know how to use a fire extinguisher • Keep working smoke detectors in the home	• Call 911 • Pull alarm and or make noise to alert other occupants • Help others exit if you can • Close the door if you are trapped • Get to a window and make noise if unable to exit • Close the door as you exit • Avoid the use of elevators. Use stairs. • Stay low • Provide arriving responders with a report on location of fire and unaccounted for occupants	• Assess injuries/damage • Contact insurance agent

HAZARD SPECIFIC MESSAGING CHECKLISTS

Pandemic

Pre-Event	During Event	Post-Event
• Encourage good fire safety habits via awareness programming • Awareness programming may include the following messaging: • Never smoke in bed • Store matches out of reach of children • Sleep with bedroom doors closed • Practice Exit Drills in the Home (EDITH) or business • Use only UL approved electrical equipment • Avoid wearing lose clothing while cooking • Purchase and know how to use a fire extinguisher • Keep working smoke detectors in the home	• Call 911 • Pull alarm and or make noise to alert other occupants • Help others exit if you can • Close the door if you are trapped • Get to a window and make noise if unable to exit • Close the door as you exit • Avoid the use of elevators. Use stairs. • Stay low • Provide arriving responders with a report on location of fire and unaccounted for occupants	• Assess injuries/damage • Contact insurance agent

Sample Press Release 1

200 North Center Street
Goldsboro, NC 27530
919.580.4362
www.goldsboronc.gov

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

FOR IMMEDIATE RELEASE

July 13, 2020

Media Contact
Lois Lane
Public Information Officer
City of Goldsboro
919-580-4363
PIO@goldsboronc.gov

How to Write an Effective Press Release

1. A press release is brief and highlights an important event, decision, or piece of information. The first paragraph of a press release should include who, what, when, where, why and sometimes how. Make verbs active and the subject concrete, for example. Cover the most important facts first and follow with details.

2. Give your press release a catchy title, e.g., "Nonprofit hails ban on assault weapons." Write the heading as if it were the headline you'd like to read in the paper. Write a first sentence that makes it tough to stop reading.

3. Be sure to include a contact name and telephone number on the top right corner. List a number that will be answered by a live person – even if that includes cell, home and work numbers.

4. Don't forget to include the date of your release on the upper left corner of your release. Write "FOR IMMEDIATE RELEASE: Month day, year."

5. Include a quote from your spokesperson. Be sure to use his/her title and the full name of the organization. Sentences in quotes should be short and to the point. It is a good idea to alert your spokesperson about the release and their quote so they are not caught off guard.

6. Write in the third person. Using the first person will make your release more like promotional material than news.

7. Follow AP Style. The AP Stylebook is a guide to usage, spelling and punctuation, and a reference for terms and topics commonly encountered in journalism. Some examples of AP style: Always spell out "percent;" for a specific date, abbreviate the month, but spell out when using alone or with a year alone. Never abbreviate March, April, May, June or July. For a copy or online subscription visit: www.apbookstore.com

200 North Center Street
Goldsboro, NC 27530
919.580.4362
www.goldsboronc.gov

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

FOR IMMEDIATE RELEASE

Media Contact

8. At the bottom of page one write "more" if necessary, otherwise write "end" or use the symbol "###"centered below the text.

9. Limit your release to one or two pages. Reporters hate getting long faxes/e-mails. If you need to include more information and facts, send your release by mail.

10. If a major event warrants an immediate and lengthier response from your organization than a press release, write a one-page statement from your president. Use the title: "Statement by (president), President of the (nonprofit)."

11. Proof everything at least twice. If your press release looks disorganized and is badly written, the nonprofit's image will suffer. Conversely, if the release is well written, the paper may print it verbatim.

12. Never editorialize in press releases (ie., do not write that a speaker is gifted). Keep opinions and judgments to yourself.

Sample Press Release 2

Goldsboro Police Department
Operations Bureau
Patrol Division / A-Shift

News Release | Case # xxxxxxxxx

Media Contact:
Walter C. Kite
Public Information Officer
919-580-xxxx
ckite@goldsboronc.gov

Shooting

Goldsboro, N.C. — At approximately 5:31 p.m. January 16, 2018, officers were dispatched to the area of the 300 block of N. Dixon St. to investigate reported shots being fired in the area. Multiple vehicles were heard leaving the area at a high rate of speed.

At approximately 5:36 p.m., Wayne County Communications Center received a call of a shooting victim located in the parking lot of 200 N. Center Street. Goldsboro Police and Fire units were dispatched along with Wayne County EMS. Upon the arrival, officers observed a male subject lying on a bench in front of City Hall. It was soon determined that the subject was suffering from a gunshot wound to his left arm. Wayne County EMS transported him to Wayne UNC Health Care, where he was treated and released.

The subject initially advised officers and investigators that he was shot while in the parking lot of Berkeley Park and drove himself to City Hall. No evidence was discovered to support that the incident occurred in Berkeley Park. Preliminary indications are that the shooting was related to the earlier Dixon Street response. The subject has refused to provide any additional information to law enforcement or to cooperate any further with the investigation.

VICTIM INFORMATION:

John Henry
212 E Mountain Rd.
Goldsboro, NC
DOB: 03/11/1990 – 30yo

Anyone with information about this crime, or any other crime in the Wayne County area is asked to call or text Crime Stoppers at 919-735-2255 or submit a TIP at p3tips.com. Callers will remain anonymous and if your information leads to a felony arrest you will be given a cash reward for the information. Crime Stoppers gives cash rewards of up to $1,000 for information leading to felony arrests. Crime Stoppers is a Non-Profit 501(c)(3) organization, funded solely by private donations. To make a donation, contact the Goldsboro Wayne Crime Stoppers Director Stephanie Brown at 919-734-8177.

Sample Press Release 3

200 North Center Street
Goldsboro, NC 27530
919.580.4362
www.goldsboronc.gov

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

FOR IMMEDIATE RELEASE

March 24, 2020

Media Contact

LaToya Henry
Public Information Officer
City of Goldsboro
919-580-4363
lhenry@goldsboronc.gov

City of Goldsboro Limiting Public Access to Government Facilities

Goldsboro, N.C. — As part of continued efforts to limit the spread of COVID-19, public access to City of Goldsboro government facilities will be limited to official business by appointment only. This will be in effect March 25 until further notice. Residents and visitors are encouraged to continue conducting business with our departments through email, phone, mail, and website resources.

For utility bill payments, residents are encouraged to use the following options:

▪ ONLINE: City's online payment feature at https://goldsboro.qpaybill.com/Start.aspx
▪ PAY BY PHONE: 1-888-715-5488

You will need your account number and the last four digits of the phone number attached to the account. Please contact Customer Service at 919-580-4340 to confirm or update your account number or phone number if you experience any issues using these payment options.

There is NO additional charge to use these safe and secure payment convenience methods. You can make your payment anytime using the Online or Pay by Phone method.

▪ DROP BOX: We offer a drop box for payments made by check which is located at the front of City Hall at 200 N. Center Street. Please do NOT place cash payments into the drop box.

For establishing new utility service, please call 919-580-4384 to speak to Lee Peter, Customer Service Manager.

For disconnecting utility service, please call Customer Service at 919-580-4340.

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

SIT-REP

EVENT:
DATE:

TIME:

Category	Description	Status
	COMMUNICATION • Infrastructure • Alerts, warnings, messages • Executive Orders, declarations, updates	**JOC Operations:** The JOC was mobilized at approximately 1030 after communication from the CM. Prior to that, police and fire representatives worked collaboratively to monitor and address emergency and non-emergency calls for service.
	WEATHER CONDITIONS • Current • Forecast (next operational period)	**Current Weather:** 76 degrees F. With light rain, with about 3 inches since 7PM on 9/5/19 and a total of about 4 inches. Localized areas may have received more rainfall. Winds NW at 16 mph with gusts of 25 mph. The largest gust to date was 43 mph between 4AM & 5AM
	PARTNERS REPORTS • Military • Faith Based • NGO	**SJAFB:** Provided water rescue equipment **RED CROSS:** Assisting with sheltering **Tehilla Ministries:** Provided meals for 25
	FOOD/SHELTER • Food/Water • Location	**Shelter Operations:** Two (2) shelters were opened to the public at 0800. Spring Creek Middle School, 3579 S. US11, Seven Springs and Carver Heights Elementary, 411 Bunche Dr. Goldsboro. Current shelter population is 210 with 27 staying in the shelter at Carver Heights.
	SAFETY & SECURITY • GPD (Traffic, security, evacuation) • FIRE (Search & Rescue, Damage assessment, Hazard Mitigation)	**Fire:** 19 total calls **Police:** 13 total calls **State of Emergency:** curfew in effect 2200-0700
	HEALTH & MEDICAL • Medical Care • Public Health	
	TRANSPORTATION •	**Transportation:** Public transportation shut down at 1530 today. Public Safety was assigned to shelter transportation from that point forward. Public Safety transported approximately 5 people to the shelter on Bunche Dr.

FOUO- NOT for public dissemination

www.goldsboronc.gov

SIT-REP

MISCELLANEOUS
- Power Outages
- Hazards
- School closures
- Other

Power Outages: Duke Energy: 3,663 customers, Tri-County Electric: 2,462 customers. Approximately 70 City customers without power

Neuse River Level: Flood level: 18 ft. Current Level: 7.52 ft. Projected level: 13.9

Closures: WCPS are closed Thursday (9/5/19) and Friday (9/6/19). Road closures: Kelly Springs Rd. @ the County line, a tree down with power lines in the tree on Hwy-111 @ Big Daddy's Rd., Lees Country Club Rd. near 117 is closed in both directions. George St near Elm St closed temporarily but has since reopened. All GFD stations are open for business

Other Issues: The weather system is moving out. HQ is currently w/o phones. IT is working on addressing that. The MRAP and 5 Ton are OOS (In need of jumps)

References

Proclamation(s):
Policy/Guidance:
Briefing Schedule:

References

Federal

- Robert T. Stafford Disaster Relief and Emergency Act
- The Homeland Security Act
- National Response Framework

State

- North Carolina Emergency Management Operations Plan
- North Carolina Coastal Regional Evacuation and Shelter Plan
- North Carolina State Highway Patrol Evacuation Plan
- NCGS 166.A North Carolina Emergency Management Act
- NCGS 14-288.1, Article 36A – Riots and Civil Disorders

CITY OF GOLDSBORO
AGENDA MEMORANDUM
FEBRAURY 15, 2021 COUNCIL MEETING

SUBJECT: Contract Award for Consulting Services – Annual Action Plan

BACKGROUND: The City of Goldsboro seeks consultant services to produce an Annual
                   Action Plan (AAP) describing the planned use of local, state and federal
                   funds for housing and community development purposes throughout the city.
                   This AAP will be closely aligned with the current five-year Consolidated
                   Plan, as well as the Analysis of Impediments currently contracted with
                   another consulting firm.

DISCUSSION: Two Rivers Development Partners proposes an engagement of up to four
                   months to manage the process of soliciting resident and stakeholder
                   engagement, producing an AAP, and working with City staff to create a final
                   plan suitable for City Council approval and submission to HUD.

                   The engagement includes:
                   • Initial meeting with client to determine expectations, roles, process,
                     and schedule
                   • Review of Consolidated Plan and previous AAPs
                   • Develop compliance and meeting calendar in coordination with City
                     staff
                   • Ensure compliance with local and HUD requirements
                   • Conduct up to 12 stakeholder/partner interviews
                   • Coordinate with consultants creating the Analysis of Impediments to
                     ensure that the documents relate to each other and the Consolidated
                     Plan
                   • Conduct at least two virtual public hearings
                   • Present AAP at City Council meetings (up to 3 times)

                   The engagement begins February 15, 2021 and ends May 31, 2021.

RECOMMENDATION: It is recommended that the City Council, by motion, adopt the attached
                   Resolution authorizing the Mayor and City Clerk to execute a contract not to
                   exceed $20,000 with Two Rivers Development Partners, LLC, for the
                   Annual Action Plan.

Date: _2/10/21_   _____
                                   Randy Guthrie, Assistant City Manager

Date: _2/10/21_   _____
                                   Tim Salmon, City Manager

RESOLUTION NO. 2021 –

RESOLUTION AWARDING AND AUTHORIZING THE EXECUTION
OF A CONTRACT FOR THE ANNUAL ACTION PLAN

WHEREAS, The City of Goldsboro seeks consultant services to produce an Annual Action Plan (AAP) describing the planned use of local, state and federal funds for housing and community development purposes throughout the city; and

WHEREAS, This AAP will be closely aligned with the current five-year Consolidated Plan, as well as the Analysis of Impediments currently contracted with another consulting firm; and

WHEREAS, Two Rivers Development Partners proposes an engagement of up to four months to manage the process of soliciting resident and stakeholder engagement, producing am AAP, and working with City staff to create a final plan suitable for City Council approval and submission to HUD.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Goldsboro, North Carolina, that:

1. The Mayor and City Clerk are hereby authorized and directed to execute a contract not to exceed $20,000 with Two Rivers Development Partners, LLC, for the Annual Action Plan.

2. This Resolution shall be in full force and effect from and after this 15th day of February, 2021.

_____
Chuck Allen
Mayor

Attested by:

_____
City Clerk

Two Rivers Development Partners, LLC
Proposal for Consulting Services

Submitted to City of Goldsboro
January 15, 2021

Background

The City of Goldsboro seeks consultant services to produce an Annual Action Plan (AAP) describing the planned use of local, state and federal funds for housing and community development purposes throughout the city. This AAP will be closely aligned with the current five-year Consolidated Plan, as well as the Analysis of Impediments currently contracted with another consulting firm.

Proposed Scope of Work

Two Rivers Development Partners proposes an engagement of up to four months to manage the process of soliciting resident and stakeholder engagement, producing am AAP, and working with City staff to create a final plan suitable for City Council approval and submission to HUD.

The engagement includes:
- Initial meeting with client to determine expectations, roles, process, and schedule
- Review of Consolidated Plan and previous AAPs
- Develop compliance and meeting calendar in coordination with City staff
- Ensure compliance with local and HUD requirements
- Conduct up to 12 stakeholder/partner interviews
- Coordinate with consultants creating the Analysis of Impediments to ensure that the documents relate to each other and the Consolidated Plan
- Conduct at least two virtual public hearings
- Present AAP at City Council meetings (up to 3 times)

The engagement begins February 1, 2021 and ends May 31, 2021.

Team

The consulting team will consist of Lea Henry, President of Two Rivers, and Parker Martin, an independent consultant. Lea has 25+ years of experience in nonprofit housing development, local and state government, and federal compliance. Parker is a recent graduate of the Sanford School of Public Policy at Duke University. Parker has worked as an intern and consultant in Eastern North Carolina for several years on projects ranging from identifying resources for small businesses to developing mentoring programs for boys.

Communication

The proposed communication schedule will be:

- Weekly update via email
- Biweekly team meeting
- At least one in person meeting with City staff per month, if necessary, advisable and allowable under current COVID19 restrictions
- Monthly written progress report
- A completed AAP with not more than two revisions based on client feedback

Deliverables

- Notes from stakeholder meetings
- Resident and stakeholder survey, both raw data and summarized
- AAP
- Summary presentation of AAP suitable for public dissemination

Compensation

- Total compensation not to exceed $20,000.
- Month 1 $4,000
- Month 2, $5,000
- Month 3, $5,000
- Month 4, $6,000
- Client will be billed monthly on the first day of the month, due by the 15th.
- All billing is inclusive of consultant time and travel to Goldsboro for in-person meetings as described above.
- Compensation includes submission of all documents in digital format.

Item __K__

CITY OF GOLDSBORO
AGENDA MEMORANDUM
FEBRUARY 15, 2021 COUNCIL MEETING

SUBJECT: Revised Council Meeting Dates for 2021

BACKGROUND: The City Council Meeting dates for 2021 were adopted on
                    November 16, 2020.

                    Proposed retreat dates were listed as:
                    • February 8 and 9 (Monday and Tuesday)
                    • February 24 and 25 (Wednesday and Thursday)

DISCUSSION: The Council has confirmed retreat dates for February 24 and 25, 2021.

RECOMMENDATION: It is recommended Council adopt the revised Council Meeting
                    schedule to list retreat dates as February 24 and February 25, 2021.

DATE: 2/9/21

Melissa Capps, City Clerk

DATE: 2/9/21

Tim Salmon, City Manager

Goldsboro City Council Meeting Dates for 2021

Monday, January 4
*Tuesday, January 19 (Monday, January 18th is a holiday – Martin Luther King, Jr. Day)

Monday, February 1
Monday, February 15

Monday, March 1
Monday, March 15

Monday, April 5
Monday, April 19

Monday, May 3
Monday, May 17

Monday, June 7
Monday, June 21

Monday, July 12

Monday, August 2
Monday, August 16

*Tuesday, September 7 (Monday, September 6th is a holiday – Labor Day)
*Monday, September 20

Monday, October 4
Monday, October 18

Monday, November 1
Monday, November 15

Monday, December 6
Monday, December 20

Retreat Dates 2021
February 24 and 25 (Wednesday and Thursday)

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

200 North Center Street, 27530
P 919.580.4362

City of Goldsboro
Departmental Monthly Reports
January 2021

1. Community Relations
2. Downtown Development
3. Engineering
4. Finance
5. Fire
6. Human Resources
7. Information Technology
8. Inspections
9. Paramount Theater-GEC
10. Parks and Recreation
11. Planning
12. Police
13. Public Utilities
14. Public Works
15. Travel and Tourism

COMMUNITY RELATIONS DEPARTMENT
January 2021
Prepared by: Felecia Williams, Community Relations Specialist
Date Prepared: February 5, 2021

- On January 21, 2021 the Mayor's Committee for Persons with Disabilities (MCPD) met virtually to discuss official business involving persons with disabilities. During the January meeting, the annual Disability Awareness Walk and the start of MCPD Educational series was discussed. Subcommittees have been formed for both events. The Committee is scheduled to meet on February 18, 2021 at 12:00 pm.

- The Commission on Community Relations and Development meeting for January 12, 2021 was cancelled. The Commission presented a virtual Dr. Martin Luther King, Jr. Celebration, aired on the City's website on Monday, January 18, 2021 at 12:00 pm. The next scheduled meeting for the Commission on Community Relations and Development is February 9, 2021.

- The Goldsboro Youth Council (GYC) Executive Board did not meet in January. The Goldsboro Youth Council met virtually on January 6, 2021 at 5:00 pm for a regular session and was joined by Chief Mike West (Goldsboro Police Department) and Chief Joseph Dixon (Goldsboro Fire Department) for a career-focused session. The next scheduled GYC meeting was held on February 3, 2021.

- The Department has updated the Community Resource Listing. It can be found on the City's website listed as '2021 Community Resources.'

- The Department has updated the Wayne County Church Listing and the Civic and Fraternal Organizations Listing. Both can be found on the City's website under the Community Relations Department.

- The Department has continued to work with the nonprofits awarded through the Goldsboro's Coronavirus Relief Fund (CRF) Program by ensuring Goldsboro maintains grant and financial compliance. A total of nine contractual agreements have been executed by Goldsboro with 47% of all awarded funds expended.

- The Department received zero (0) housing complaints and two (2) requests for assistance for the month of January. The requests for assistance involved summer internships at the City of Goldsboro and request for city maps.

2021 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0
Consumer & Other	2	0	0	0	0	0	0	0	0	0	0	0	2
2020 Complaints	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Housing	2	2	1	3	4	2	5	3	4	7	8	0	3
Consumer & Other	2	2	10	7	0	6	9	5	4	3	10	0	5

Current Downtown Development Office Projects Staff Worked On Over the Month Include:

- Met with (or conversed by email/phone) 16 potential new property acquisition projects/persons and/or business interests regarding downtown.
- Over the past month, staff visited downtown businesses 14 different times.
- Continued discussions about the Neighborhood Plan and property acquisitions.
- Continued work with partners towards public use for Union Station project.
- Worked on HUB rental details.
- Presented to council GWTA concourse roof addition, contract to hire.
- Working with Merchants Downtown to build a stronger association.
- FTA Quarterly meeting to update on TIGER Grant Projects.

Downtown Development Office Events or Activities that Staff Administered or Assisted During the Month:

- Staff met with 3 developers to discuss their potential interest/involvement in developing downtown properties.
- Discussed property acquisition potential for underperforming lots in neighborhood plan areas.
- Staff continued to communicate with merchants regarding updates related to COVID-19.
- Worked with education developer to determine feasibility of schooling downtown.
- Met with State Legislative Leaders regarding various projects.
- Elected the new Vice President, Liza Govan to the DGDC Board of Directors.
- Presented to Sunrise Kiwanis regarding project updates.

DGDC Events or Activities that Staff Administered or Assisted During the Month:

- Facilitated and attended the following monthly meetings: DGDC Board Meeting (01/20), DGDC Executive Committee Meeting (01/13), DGDC Design, DGDC EV and DGDC Promotions Committee Meetings, (01/12).
- Staff continues the 2021 event schedule based on evolving crowd restrictions, and will rework Calendar of Events in response to COVID-19 for the 2021 Event Calendar year.
- Facilitated phone interview with local news publication about housing around downtown.

Upcoming Events/Activities:

- Critter Scavenger Hunt is still active, maps can be picked up at the DGDC office, and The Cry Freedom Shoppe.
- Reorganization of the 2021 Sponsorship Campaign in the works.

Businesses Opening/Properties Purchased

- Gold City House of Music opened on 320 N John St.

Other

- Downtown Goldsboro's Facebook page followers/likes grew from 11,776 to 11,873 in the month of January.

Stoney Creek Greenway

- The greenway extends from Royall Avenue to Quail Park along Stoney Creek, approximately 1,600 linear feet;
- Plans are being updated for submittal to NCDOT.

Phase IV Sewer Collection Rehabilitation

- This project is 95% complete;
- Subcontractors are onsite finishing up services and punch list work detailed by McKim & Creed;
- A final change order will be created to address overruns and underruns in the bid line items and will be taken to City Council in March 2021.

2019 Infrastructure Recovery (Golden Leaf Foundation)

- This project consists of sewer rehabilitation and storm drainage improvements in various areas;
- This project is 95% complete;
- Remaining work includes installing a manhole on Grantham Street near Franklin Bakery;
- Herring-Rivenbark anticipates completing this work the week of February 15, 2021.

2020 Street Improvements Project

- This paving project includes:
    1. Oak Hill Drive from North Berkeley Boulevard to Green Drive;
    2. East Chestnut Street from South Slocumb Street to South Leslie Street;
    3. Hawthorne Street from Oleander Avenue to Andrews Avenue;
    4. Mimosa Street from Claiborne Street to Randolph Street;
- Paving project is underway with contractor performing preliminary work on each street as follows: Oak Hill Drive and Hawthorne Street have been paved; Water line has been laid, tested, and put in service for East Chestnut Street; Installation of 24-inch storm drainage line is in progress for East Chestnut Street; Clearing on Mimosa Street has been completed;
- This project is 60% complete with a contract completion date of February 27, 2021.

2020 Street Resurfacing

- Staff is working to develop a more detailed cost estimate to determine if additional street segments can be added to include streets that were disturbed as part of the Phase IV Sewer Rehab Project;
- Once the detailed estimate is developed, staff will seek final approval from City Council prior to advertising for bids in March 2021.

2020 Wastewater System Improvements - SJAFB Sewer Outfall Improvements – FB2020-003
- City Council awarded a contract to Vortex Services, LLC on July 13th for $370,597.40;
- In addition to SJAFB Sanitary Sewer Outfall Improvements, this project includes Glen Oak Drive Sanitary Sewer Outfall Connection;
- Base passes have been acquired by staff and Vortex Services;
- The contractor is scheduled to start pre-CCTV on Tuesday, February 9th;
- Contract completion date is March 26, 2021.

2017 Wastewater System Improvements – FB2020-002
- City Council awarded a contract to AM-Liner East, Inc. on May 4, 2020 for $502,287;
- The project consists of sewer rehabilitation along North Carolina Street from Holly Street to Ash Street, sewer rehabilitation along the Big Ditch Outfall from George Street south to Crump Street; and sewer rehabilitation of a 200-foot segment from the Little River Outfall into old Cherry Hospital campus;
- Carolina Street sewer rehab has been cured in place pipe lined with the exception of completion of manholes;
- Big Ditch Outfall 36-inch line sewer rehab is delayed due to problems with cutting off the pumps allowing the contractor to finish bypass;
- Staff is developing plans for a price to install a 20-inch tapping sleeve and valve to complete this project;
- Contract completion date is March 24, 2021.

2017 Water System Improvements
- This project consists of creating a separate pressure zone in the New Hope area by installing a booster pump station at the New Hope Water Tank and a couple of pressure reducing valves at the extreme ends of the new pressure zone;
- Design plans and specifications are anticipated to be approved by NCDEQ by March 31, 2021.

Ash Street/Alabama Avenue Sidewalk
- This project consists of installing sidewalk from the right-of-way of NC Railroad along Ash Street to Alabama Street then down Alabama Street to Oak Street;
- Construction plans are 90% complete;
- Engineering and Planning staff have requested a meeting with NCDOT to get an update on project status.

Best Management Practices (BMPs) Inspections
- Approximately 308 BMPs have been approved and 258 BMPS have been constructed to date;
- All BMP inspections are temporarily on hold pending replacement of construction inspector.

OVERALL SUMMARY

Revenues	FY 19-20 Actual to Date December-19	FY 20-21 Adjusted Budget	FY 20-21 Actual to Date December-20	YTD % Collected
General Fund	$ 20,938,011	$ 42,862,916	$ 21,169,704	49.39%
Utility Fund	9,759,970	18,545,322	9,310,041	50.20%
Downtown District Fund	60,757	117,898	60,193	51.06%
Occupancy Tax Fund	616,933	1,199,844	469,889	39.16%
Stormwater Fund	772,067	1,775,600	772,035	43.48%
Total	$ 32,147,737	$ 64,501,580	$ 31,781,862	49.27%
Expenditures				
General Fund	$ 20,605,425	$ 42,862,916	$ 19,080,020	44.51%
Utility Fund	8,854,493	18,545,322	6,634,334	35.77%
Downtown District Fund	19,763	117,898	13,627	11.56%
Occupancy Tax Fund	431,871	1,199,844	240,092	20.01%
Stormwater Fund	434,031	1,775,600	482,757	27.19%
Total	$ 30,345,584	$ 64,501,580	$ 26,450,830	41.01%

MAJOR CATEGORIES

Revenues	FY 19-20 Actual to Date December-19	FY 20-21 Adjusted Budget	FY 20-21 Actual to Date December-20	YTD % Collected
Property/Occupancy Taxes	$ 12,904,706	$ 18,282,005	$ 12,812,460	70.08%
Charges for Services	12,520,096	24,538,399	11,988,071	48.85%
Revenue Other Agencies	4,324,916	15,014,633	4,602,019	30.65%
Other Revenues	940,753	2,850,026	855,834	30.03%
Fund Balance	-	769,560	-	0.00%
Shared Services	1,457,266	3,046,957	1,523,479	50.00%
Total	$ 32,147,737	$ 64,501,580	$ 31,781,862	49.27%
Expenditures				
Labor	$ 14,363,880	$ 31,673,986	$ 14,990,215	47.33%
Non-Labor	15,981,704	32,827,594	11,460,615	34.91%
Total	$ 30,345,584	$ 64,501,580	$ 26,450,830	41.01%

SELECTED OTHER INFORMATION

Collections	FY 19-20 Actual	Actual December-20	Total Collected F-YTD
Debt Setoff	$ 46,538	$ 121	$ 5,349
Surplus	$ 57,818	$ 3,450	$ 45,196

Fire Prevention and Outreach

- January/February: EMT Recertification Class. Personnel are required to obtain 28 hrs.
- 1/9 – Community Service – Birthday Ride-by – 1405 Poplar St.
- 1/16 – Community Service - Birthday Ride-by – 805 Weaver Dr.

Working Structure Fires

- 1/1 – 515 S Leslie St.
- 1/5 – 307 N Carolina St.
- 1/14 – 923 Greenleaf St. (+1 Exp.)
- 1/20 – 3110 Central Heights Rd. #8
- 1/21 – 207 Herbert St.

Working Vehicle Fires

- 1/20 – Edgerton St. & Maple St.

2021	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.	Oct.	Nov.	Dec.	Avg.
Total Incidents:	234												234
Structure Fires:	6												6
EMS Calls:	89												89
Vehicle Accidents:	36												36
Fire Alarms:	49												49
Other:	54												54
Training Hours:	3006												3006
Safety Car Seat Checks:	1												1
Inspections:	118												118
2020	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Avg.
Total Incidents:	198	187	166	111	118	208	213	213	233	203	204	225	190
Structure Fires:	10	4	2	1	4	4	2	2	6	2	1	3	3
EMS Calls:	70	81	73	7	21	74	89	68	80	88	76	88	68
Vehicle Accidents:	35	22	26	25	26	29	27	42	34	34	33	35	31
Fire Alarms:	46	29	26	38	33	46	45	49	69	41	46	39	42
Other:	37	51	39	40	34	55	50	52	44	38	48	60	46
Training Hours:	2969	3061	3626	2426	2289	2254	2351	2244	2522	2514	2032	1962	2521
Safety Car Seat Checks:	3	9	2	0	2	1	0	0	0	0	2	0	2
Inspections:	129	119	143	73	108	134	151	108	119	140	124	132	123

Note: Other Fire Calls includes Good Intent Calls, Bomb Scares, Vehicle Fires, Cooking Fires, False Alarms, Assist GPD, Service Calls, Haz-Mat Calls, Grass Fires and Unauthorized Burning.

Human Resources
- Job descriptions are still being updated and imported in NeoGov.
- January 14 - Staff assisted Public Works (Streets & Stormwater) with interviews.
- Staff visited City facilities to assist employees with the on-line training module.

Safety
- January City Hall Fire Extinguisher Inspections completed.
- Worked with Health Nurse to develop a Citizen COVID-19 policy for facilities.
- Completing the OSHA 300 LOGS FOR 2020.
- January 12 - Health inspection at W.A. Foster Recreation Center.
- January 13 - Meeting with Allan Weeks, Building Maintenance Superintendent, concerning toolbox safety briefings.
- January 20 - Investigated solid waste vehicle fire.
- January 21 - Meeting with Catherine Gwynn concerning the Loss Control Insurance Companies bidding on the City Contract.
- Finalized the Safety Manual and sent to Susan Thornton to publish on website.
- January 25 Safety and Accident Review Committee meeting. The committee reviewed one vehicle accident case. Two (2) points were assigned and the employee was recommended to attend a driving class.
- Assisted Allan Weeks on ladder safety course for Building Maintenance employees.
- Delivered for Meals on Wheels.
- January 27 - Assisted Zurich Insurance on risk control inspection of City departments.
- January 28 - Attended presentations from two loss control insurance companies.
- Accident investigation on Stoney Creek Parkway and Harris Street.
- Assisting Information Technology Department on safety measures for vehicle parking.
- Request sent to NC Department of Labor for OSHA Consultative visits for February 2021.

Occupational Health

There was no health beat this month. Total clinic visits: 125. The nurse continues to provide assistance and guidance regarding COVID-19 and responding to employee needs.

MONTHLY STATISTICS

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Total Employment	569												
Vacancies	12												
Applications	183												
Applicant Notices	214												
New Hires	8												
Resignations	1												
Retirements	0												
Terminations	0												
Turnover Rate	.18%												
Vehicle Accidents	2												
Workers' Compensation	0												
FFCRA Leave	41												
Telework	27												

2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Total Employment	573	573	575	574	573	571	568	565	561	561	560	562	568
Vacancies	21	23	28	16	12	13	12	13	19	12	9	18	17
Applications	480	367	208	158	73	124	227	225	262	177	44	278	213
Applicant Notices	277	295	110	259	117	384	106	94	122	111	135	140	183
New Hires	9	6	5	3	1	3	3	4	2	5	3	7	4
Resignations	1	3	2	4	1	5	3	6	4	4	1	1	3
Retirements	4	2	1	0	1	0	3	1	1	1	1	4	2
Terminations	0	1	0	0	0	0	0	0	1	0	2	0	.36
Turnover Rate	.87%	.87%	.52%	.70%	.35%	.88%	1.06%	1.24%	.89%	.89%	.36%	.89%	0.79%
Vehicle Accidents	4	0	2	5	5	2	0	0	2	0	0	1	2
Workers' Compensation	0	0	0	1	0	0	1	1	0	0	0	0	0.25
FFCRA Leave			0	10	6	20	20	11	17	13	6	31	13
Telework			37	39	35	32	32	32	33	24	19	25	31

Note: Hiring and separation statistics (resignations, retirements, and terminations) represent full-time and permanent part-time personnel.

2

Information Technology
January 2021
Prepared By: Scott Williams
Date Prepared: February 03, 2021

- New Fire Department website went live on 01-06-21.
- Enhancement of Cityworks Service Requests integration into CoDa .
- FETCH went live for GFD on 01-01-21.
- Completed CoDa/Strategic Plan update to track Board Diversity.
- Resolved lighting issues in CH parking lot.
- Banner Tax Updates Completed
- Installed two new copiers for Parks and Recreation.
- Installed/configured new SRST line for 911 service at Golf Maintenance.
- Replaced UPS units in City IT Closets.
- Completed Data Cables for Command Center.
- PADTrax Evidence Tracking System data migration and setup completed.
- Installed Wi-Fi at Water Treatment Plant.
- Recorded MLK Day video.
- Updated CIP in CoDa and instructed staff on its use.
- Setup laptops for Parks and Recreation remote learning.
- Relocated SCADA IT Equipment for Madison Tank.
- Completed backend upgrade to messaging for CoDa.
- Updated SSL for Exchange Server
- Added custom report to Banner and setup W2 printing with Softdocs for Finance.
- Completed annual inventory of IT items.

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG	TOTAL
Tickets Opened	562												562	562
Tickets Closed	447												447	447
Open Tickets	473												473	473

2020		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG	TOTAL
Tickets Opened		551	656	595	618	448	578	641	533	495	532	457	414	555	6,518
Tickets Closed		524	684	560	680	425	632	705	502	447	529	427	529	556	6,644
Open Tickets		511	483	518	456	479	425	361	392	440	443	473	358	445	

INSPECTIONS
January 2021
Prepared By: Allen Anderson, Jr.
Date Prepared 02/04/21

The valuation of all permits issued for December totaled $7,857,202. While Covid-19 is still a major concern for our local economy, development has taken an upward trend compared to the past several years.

All permit fees collected for the month totaled $26,585. Of the permit fees collected for the month, $2,670 was collected in technology fees. Plan review fees collected during the month totaled $1,130. Business Registration fees collected totaled $1,100.

The Inspectors did a total of 398 inspections for the month. During the month of January, seven (7) business inspections were completed. A total of 215 permits were issued for the month. Forty-eight (48) plan reviews were completed for January. Minimum Housing program moved to Planning Department.

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
All Permit Valu. $ (M)	$7.9												$7.9
All Bldgs $ (M)	$6.8												$6.8
Residential $ (K)	$1.2M												$1.2
Misc $ (M)	$1												$1.0
Permit Fee $ (K)	$26.6												$26.6
Inspections	398												398
Permits Issued	215												215
Plan Reviews	48												48
2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Avg
All Permit Valu. $ (M)	$14	$5.3	$2.7	$5.1	$3.2	$8.9	$4.7	$10.9	$28.8	$7.3	$4.6	$6.3	$8.5
All Bldgs $ (M)	$11	$2.3	$1.4	$3.8	$1.9	$7.0	$3.1	$9.1	$27.1	$1.7	$2.9	$3.5	$6.2
Residential $ (K)	$2.6M	$843	$435	$2.4M	$858	$834	$575	$1.6M	$375	$1.3	$1.1	$191	$1.1
Misc $ (M)	$3	$3	$1.3	$1.3	$1.3	$1.9	$1.6	$1.8	$1.7	$5.6	$1.7	$2.80	$2.3
Permit Fee $ (K)	$45	$48	$29	$38	$33	$53	$32	$47	$45	$37	$30	$30	$39
Inspections	597	351	612	430	474	502	619	532	709	625	484	492	536
Permits Issued	271	249	257	229	251	273	268	277	294	238	230	227	255
Plan Reviews	17	43	41	45	50	46	36	48	63	31	24	30	40
Min Housing	134	136	157	157	157	157							
In Process													

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

-------------PARAMOUNT THEATRE-------------

- **January activity restricted by Executive Order; limit of 25 per isolated area, 10pm curfew**
- **January COVID-19 cancelled/rescheduled programming includes: 15 days, 10 public perfs.**
- **January completed activity included 1 rental day, 3 public performances.**
- **Spring rentals strong; we continue to scale fees to capacity, while covering hard costs.**
- **Repairs and Maintenance:**
  - Safety inspections: one follow-up item with wheelchair lift.
  - Roofing; temporary repairs holding, permanent repairs in discussion with contractor

-------------FINANCIAL-------------

- Expenses –$36,558:   Labor - $15,982 / Operational – $9,320 / Box Office – $11,256
- Revenues - $15,982:   Tickets -$11,989 /Rentals- $3,504 /Concession- $499

	July-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	April-21	May-21	June-21	2021 Total	2021 Average
Exp	$31,420	$29,780	$11,774	$23,883	$31,146	$49,123	$36,588						$213,714	$30,530
Rev	$1,218	<$633>	$1,625	$635	$1,508	$2,260	$15,982						$22,615	$3,231
	July-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	April-20	May-20	June-20	2020 Total	2020 Average
Exp	$21,916	$41,241	$43,600	$50,200	$32,374	$66,748	$61,859	$56,489	$65,545	$23,792	$113,559	$23,856	$598,037	$49,836
Rev	$8,423	$8,090	$7,824	$12,301	$16,740	$28,934	$83,453	$88,232	$27,544	$15,415	$43,468	$1,781	$289,574	$24,131

-------------GOLDSBORO EVENT CENTER-------------

- **January activity restricted by Executive Order; capacity limited to 100 with 10pm curfew**
- **January COVID-19 cancelled/rescheduled include 9 event rental days**
- **January completed activity included 0 event rental days, 0 non-revenue City events.**
- **Spring bookings strong; we are offering more space for events to social-distance**
- **Repairs and Maintenance:**
  - Roof, Electrical, HVAC repairs complete; façade repairs to follow.

-------------FINANCIAL-------------

- Expenses – $8,153:   Labor - $5,658 /Operational – $2,495
- Revenues – <$1,732>:   Rentals - <$1,732>/Amenities - $0 / Concessions – $0
- Value of City Use – $0:

	July-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	April-21	May-21	June-21	2021 Total	2021 Average
Exp	$12,499	$13,295	$16,383	$7,931	$6,727	$14807	$8,153						$79,795	$11,399
Rev	$0	<$3,694>	$541	$6,894	$6,122	$12,067	<$1,732>						$20,198	$2,885
City	$0	$0	$0	$0	$1,925	$850	$0						$2,775	$396
	July-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	April-20	May-20	June-20	2020 Total	2020 Average
Exp	$6,887	$10,356	$9,001	$13,055	$6,916	$13,636	$7,740	$21,673	$19,737	$9,130	$8,164	$7,677	$134,542	$11,212
Rev	$2,000	$8,369	$12,579	$7,439	$7,799	$11,371	$9,590	$7,825	$1,383	-$548	$1,916	$2,038	$73,799	$6,150
City	$2,075	$2,700	$4,700	$10,076	$6,483	$9,436	$6,800	$4,964	$375	$0	$0	$375	$47,984	$3,999

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- Both Herman Park Center and WA Foster Center continue to be Remote Learning Sites as Wayne County Public Schools remain in Plan B.

- Thermal heat cameras were installed at WA Foster Center and Herman Park Center. The cameras will capture our public's temperatures without staff having to come into close contact to take temperatures.

- Youth Basketball Skills Clinics started at WA Foster Center this month. This program will run through February.

- P&R Maintenance Staff prepped our parks for installation of bottle filling stations.

- P&R Maintenance Staff started converting sinks in our parks and facilities to touchless. Sinks in Herman Park, HV Brown Park, Stoney Creek Park and Herman Park Center have been converted.

- P&R Maintenance Staff began spreading mulch on Center Street this month in preparation for the upcoming planting season.

- Bryan MSCX hosted a youth soccer jamboree on January 30th.

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Herman Park Rec Center													
Program Revenue	$220												$220
Rental Revenue	$0												$0
Facility Usage	152												152
Expenditures	$3,487												$3,487
WA Foster Rec Center													
Program Revenue	$185												$185
Rental Revenue	$450												$450
Facility Usage	660												660
Expenditures	$4,429												$4,429
T. C. Coley Community Center													
Rental Revenue	$577.50												$577.50
Expenses	$4,797												$4,797
Specialized Recreation													
Program Revenue	$0												$0
Rental Revenue	$0												$0
Facility Usage	0												0
Expenditures	$1,048												$1,048
Senior Programs & Pools													
Program Revenue	$140												$140
Rental Revenue	$0												$0
Facility Usage	200												200
Expenditures	$1,591												$1,591
Athletics, Field & Picnic Shelters, BMSC													
Program Revenue	$1,550												$1,550
Field / Shelter Rental $	$400												$400
Facility Usage	8,612												8,612
Expenditures	$6,866												$6,866
Golf Course													
Revenues	$36,583												$36,583
Expenditures	$31,237												$31,237
Rounds of Golf	486												486
Net	$5,347												$5,347
Special Events													
Sponsorships / Revenue	$0												$0
Participation	0												0
Expenditures	$0												$0
TOTAL REVENUE	$39,528												
TOTAL REVENUE FOR THE YEAR													$39,528

**Expenditures include part-time labor cost and facility operational cost but do not include full-time labor cost, loan/bond payments and electricity for the areas with the exception of our Golf Course. All of these costs are included for our Golf Course Expenditures.

2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Herman Park Rec Center													
Program Revenue	$2,361	$3,933	$336	$0	$0	$0	$20	$0	$20	$275	$80	$20	$587
Rental Revenue	$260	$1,225	$1,240	$0	$0	$0	$0	$0	0	$235	$0	$137	$258
Facility Usage	418	1,082	267	0	0	0	0	0	36	97	42	69	168
Expenditures	$4,257	$5,205	$2,542	$2,270	$1,388	$641	$188	$910	$2,608	$2,593	$614	$1,459	$2,056
WA Foster Rec Center													
Program Revenue	$10	$5	$15	$0	$0	$0	$0	$0	$70	$195	$290	$275	$72
Rental Revenue	$975	$1,563	$900	$0	$0	$0	$0	$0	$1,260	$3,048	$113	$0	$655
Facility Usage	4,050	3,604	605	0	0	0	0	0	30	150	549	737	810
Expenditures	$10,396	$8,788	$5,335	$2,833	$3,216	$3,732	$2,980	$1,749	$2,781	$5,069	$2677	$3,650	$4,434
Specialized Recreation													
Program Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$460	$0	$0	$38
Rental Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	0
Facility Usage	354	339	197	0	0	0	0	0	0	126	22	10	87
Expenditures	$2,020	$2,164	$1,173	$40	$226	$58	$0	$165	$300	$694	$393	$88	$610
Senior Programs & Pools													
Program Revenue	$280	$201	$157	$0	$0	$3,469	$5,425	$1,859	$352	$140	$846	$140	$1,072
Rental Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Facility Usage	1,144	1,532	674	0	33	1,107	2,772	1,398	205	104	184	137	774
Expenditures	$2,223	$2,380	$7,343	$4,686	$1,961	$12,588	$21,173	$12,077	$6,149	$1596	$1683	$450	$6,712
Athletics, Field & Picnic Shelters, BMSC													
Program Revenue	$3,262	$5,000	$5,080	$0	$0	$2,420	$1,725	$195	$1,200	$400	$3,788	$440	$1,959
Field / Shelter Rental $	$700	$5,010	$1,200	$0	$0	$0	$0	$0	0	$750	$0	$0	$638
Facility Usage	12,865	17,845	6,585	300	644	1,522	3,425	3,724	5,130	9,781	20,274	5,839	7,328
Expenditures	$6,663	$14,564	$11,999	$13,607	$38,561	$7,269	$13,661	$9,689	$7,792	$9,321	$7,725	$8,110	$12,413
Golf Course													
Revenues	$42,254	$16,420	$48,796	$55,207	$61,268	$50,249	$71,304	$46,781	$61,011	$59,039	$46,994	$24,172	$48,625
Expenditures	$44,862	$23,671	$55,861	$43,212	$42,815	$165,446	$32,993	$43,191	$41,328	$33,101	$45,288	$43,392	$51,263
Rounds of Golf	973	557	1,421	1,805	2,227	2,158	2,137	1,867	1,930	1,871	1,542	922	1,618
Net	- $2,608	$-7,251	-$7,065	$11,995	$18,454	-$115,197	$38,311	$3,589	$19,683	$25,938	$1,706	-$19,220	-$2,639
Special Events													
Sponsorships / Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$300	$210	$0	$40
Participation	0	0	130	0	0	0	0	0	0	175	32	3,489	319
Expenditures	$332	$0	$292	$34	$0	$288	$110	$0	$0	$2,132	$1,204	$1,095	$457
TOTAL REVENUE	$50,102	$33,357	$57,724	$55,207	$61,268	$56,138	$78,474	$48,835	$63,913	$64,842	$52,291	$25,184	$53,945
TOTAL REVENUE FOR THE YEAR													$647,335

During the month of January, the Planning staff reviewed and signed off on all commercial and residential building and sign permits.   Staff continues to prepare for upcoming meetings and has overseen contracted projects for the ADA Transition Plan, a marketing contract for GWTA and landscaping maintenance for Welcome to Goldsboro signs and enhancement areas.   Staff is in the process for compliance with the NCGS Legislative 160D updates, a Consultant has been selected to assist with the legislative updates to the Unified Development Ordinance (UDO) updates to become effective July 1, 2021. On-going projects include tree and stump removal, preparation of transportation-related documents and preparation of case reports. Code Enforcement issues $25.00 parking violation tickets within the downtown area or upon notification elsewhere in the City. During the month of January, fifteen (15) tickets were issued.

Parked in Wrong Direction	11
Parked in Proximity to Fire Hydrant	0
Parked in a Prohibited Area (No Parking Zone)	1
Other (Bus Loading Zone, Crosswalk, Sidewalk, Alley)	3

2021	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
Site/Subdivision Plans														
Planning Commission	1												1	1
Staff Level	3												3	3
Rezonings	0												0	0
Historic District Commission														
Commission Review	0												0	0
Staff Review	1												1	1
Code Enforcement														
Grass Cutting # Lots	0												0	0
Grass Cutting Payments	0												$0	$0
Junk Vehicles	18												18	18
Tagged Vehicles	25												25	25
Illegal Signs Removed	52												52	52
Bags of Litter Picked Up	210												210	210

GOLDSBORO POLICE DEPARTMENT
January 2021
Prepared By: Michael D. West
Date Prepared: February 10, 2021

Total Part I Crime (Homicide, Rape, Robbery, Aggravated Assault, Burglary, Larceny, Motor Vehicle Theft, and Arson) for January 2021 were 145, compared to 167 for January 2020.

Property with an estimated value of $158,095 was reported stolen, while property with an estimated value of $55,440 was recovered.

Officers arrested 125 people and issued 327 citations during the month. There were 34 drug-related charges.

There was one report(s) of assaults on officers.

Revenue collected for December 2020 included:

Police Reports	$	432.00
Fingerprints	$	110.00
Special Events	$	0.00
Total	$	542.00

PART I CRIME COMPARISON & TREND														
2021	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	**Total**	**AVG**
OFFENSE														
Homicide	1												1	0.1
Rape	3												3	0.3
Robbery	7												7	0.6
Aggravated Assault	10												10	0.8
Breaking & Entering	26												26	2.2
Larceny	88												88	7.3
Motor Vehicle Theft	8												8	0.7
Arson	0												0	0.0
TOTALS	143												143	11.9
2020	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	**Total**	**AVG**
OFFENSE														
Homicide	0	0	0	0	0	0	0	1	0	1	0	0	2	0.2
Rape	1	1	0	1	0	0	5	0	0	3	1	1	13	1.1
Robbery	5	7	2	0	4	6	4	5	1	4	1	7	46	3.8
Aggravated Assault	11	12	14	9	9	19	25	20	28	23	15	13	198	16.5
Breaking & Entering	29	27	21	23	18	27	30	36	25	25	38	39	338	28.2
Larceny	112	122	113	97	79	104	108	136	94	113	105	108	1291	107.6
Motor Vehicle Theft	9	8	7	6	6	11	6	10	7	5	7	6	88	7.3
Arson	0	0	0	0	0	1	0	1	0	0	0	1	3	0.3
TOTALS	166	177	157	136	116	168	178	209	155	174	167	175	1979	165

PUBLIC UTILITIES DEPARTMENT
January 2021
Prepared By: Michael Wagner
Date Prepared: February 8, 2021

Water Treatment Plant
- The Water Treatment Plant operations are proceeding smoothly.
  - The 1914 Little River Pump Station pump #3 has a burnt motor. Staff are working with contractors on how to remove the motor after the hoist was condemned 20-years ago.
  - The elevator from the 1950's has failed several times this fiscal year, exhausting the plant's building maintenance budget with over $25,000 in repairs.
  - The intake screen remains covered in sand with the bypass open, since the annual river dredge has not been completed due to high river levels.
  - The Neuse River Pump Station generator automatic transfer switch has been repaired after being down for four of the last twelve months.

Water Reclamation Facility
- The Water Reclamation Facility (WRF) operations have been demanding over the last month. The average daily flows for January were 16.73-MGD, which is a violation of our operating permit limit of 14.2-MGD.
  - All of the city's 26 pump stations are operating well, with the exception of the 117, Little Cherry, and New Hope pump station bar screens, impacts from high flows, and communication with the obsolete telemetry system continues to be prepared for an upgrade.

Compost Facility
- Two-hundred and ninety-seven cubic yards of compost and mulch were sold in January 2021.
  - Staff have been working hard to maintain compliance with stormwater and residuals permits, while managing equipment breakdowns and workflow volumes.

Historical data for water and sewer volumes are in million gallons per day (MGD) and are average daily flows for each month.

2021 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
Water*	5.878												5.878
Sewer**	16.73												16.73
Compost	297												297

*Water permit- 12.0 MGD; **Wastewater permit- 14.2 MGD

2020 MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Average
Water*	6.032	6.201	6.318	6.117	6.639	6.779	7.033	6.529	6.564	6.368	6.109	5.953	6.386
Sewer**	9.71	13.45	9.95	8.60	10.11	12.33	10.36	12.83	10.00	9.84	13.87	12.87	11.16
Compost	283	950	824	914	727	570	237	389	286	830	428	329	563

**Water permit- 12.0 MGD; **Wastewater permit- 14.2 MGD

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina

Monthly Highlights

Buildings & Grounds: Removed Christmas lights from Center Street; Patched leaking roofs at Public Works Complex, Herman Park Center, & WRF Blower Bldg; Transferred Sign responsibilities over to Engineering /Traffic Engineer.

Distribution & Collections: Setup & maintaining 24 hr bypass pumping of compromised sewer line at Cherry Hospital; Call duty responded to 25 after hour calls—total of 40.25 hours.

Streets & Stormwater: Regraded 1.8 miles of dirt streets: Tarboro, Atlantic, Dewey, Raynor, Basil, Bain, Marshall, Peru, Kadis & Big Cherry Pump Station access road; conducted four tree root street repairs: 1500 & 1800 Blk ofStephans St,1003 S. Taylor and 709 Franklin St.

Departments		2021												AVG
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Distribution & Collections	Utility Line Maint (1000-ft)	4.5												4.5
	Lines Camera'd (1000-ft)	8.6												8.6
	Water Repairs	17												17.0
	Sewer Repairs	18												18.0
	Hydrants Replaced/Fixed	9												9.0
	Meter Install/Changed	18												18.0
Bldg & Grounds	Radio, Electrical, Bldg	52												52.0
	Sign Repairs	14												14.0
	ROW Mowing (ac)	0												0.0
	City-Owned Lots Mowing (ac)	0												0.0
Garage	Total Work Orders	294												294.0
	Total Fuel Cost (x1000)	$ 48												48.0
Solid Waste	Refuse (x1000 tons)	0.9												0.919
	Recyclables (tons)	97												97.2
	Leaf-n-Limbs (x1000 tons)	0.5												0.468
Cemetery Funerals		11												11.0
Street & Storm	Utility Cut Repairs	0												0.0
	Pot Hole Repairs	83												83.0
	Streets Swept (miles)	175												175.0
	Pipe&Open Ditch Maint(1000-ft)	17.33												17.325
	Ditch mowing (1000-ft)	14.00												14.000
	Storm Pipe Repairs	1												1.0
		2020												
Distribution & Collections	Utility Line Maint (1000-ft)	22.3	12.2	35.4	17.3	3.4	18.9	18.5	25.8	9.1	37.8	11.8	12.9	18.8
	Lines Camera'd (1000-ft)	5.8	5.2	7.6	5.1	12.6	7.6	11.8	10.8	11.0	12.5	4.7	4.2	8.2
	Water Repairs	27	22	27	19	9	16	30	24	20	26	15	26	21.8
	Sewer Repairs	12	10	29	19	12	9	17	5	16	19	5	7	13.3
	Hydrants Replaced/Fixed	9	9	2	3	2	9	3	8	9	6	4	44	9.0
	Meter Install/Changed	34	36	33	22	30	42	33	17	21	13	17	18	26.3
Bldg & Grounds	Radio, Electrical, Bldg	42	23	54	50	49	58	69	63	62	47	37	51	50.4
	Sign Repairs	78	56	54	23	24	24	51	48	53	56	31	46	45.3
	ROW Mowing (ac)	0	0	44	73	101.6	98	149	135	115	52	32.5	0	66.7
	City-Owned Lots Mowing (ac)	0	0	50	92	89	88	110	64	70	89	12	0	55.3
Garage	Total Work Orders	228	357	209	296	245	277	292	288	285	247	280	251	271.3
	Total Fuel Cost (x1000)	$ 46	$ 67	$ 52	$ 60	$ 52	$ 56	$ 70	$ 53	$ 64	$ 52	$ 52	$ 50	56.2
Solid Waste	Refuse (x1000 tons)	0.9	0.8	0.9	1.0	1.0	1.1	1.1	1.1	1.0	1.0	1.0	1.1	1.0
	Recyclables (tons)	103	79	93	88	88	88	117	18	62	107	66	115.18	85.3
	Leaf-n-Limbs (x1000 tons)	0.4	0.7	0.1	0.9	0.9	0.7	0.8	0.7	0.6	0.8	0.7	1.1	0.7
Cemetery Funerals		5	3	9	4	2	6	5	5	6	6	9	10	5.8
Street & Storm	Utility Cut Repairs	0	0	18	29	10	24	26	26	34	15	10	0	16.0
	Pot Hole Repairs	49	83	30	28	35	50	64	30	17	39	41	75	45.1
	Streets Swept (miles)	48	112.3	66.2	128	123.1	142.7	145.7	138.3	68.2	93	123.1	137	110.5
	Pipe&Open Ditch Maint(1000-ft)	0.08	0.50	0.05	1.73	2.07	6.96	0.70	4.71	0.15	0.08	0.01	0.24	1.4
	Ditch mowing (1000-ft)	0.00	0.00	0.00	2.51	1.17	12.27	6.12	11.30	1.52	2.28	9.30	0.00	3.9
	Storm Pipe Repairs	1	7	5	5	5	4	5	5	5	3	8	3	4.7

- Inquiries were fulfilled for the month of January by the TTO—825 e-inquiries.

- Total hotel revenue generated in December was $1,489,554, which is down -15.3% YOY. January revenue not yet released.

- For the month, TTO Facebook page had 164 new page likes. Instagram page has 32 new followers.

- At the beginning of the month, SJAFB issued orders for no dining-in at restaurants for active duty personnel. In an effort to help lessen the impact on the local restaurants and sales tax revenues, TTO partnered with the 4th FSS office to create a go-to guide for restaurants offering curbside/to-go services. The guide was distributed across the main social media channels of SJAFB.

- TTO is focusing on identifying a feasible land route to connect the Mountains-to-Sea Trail from Johnston Co to Lenoir Co. Right now, the Neuse River is the recognized route for the MST, which provides "through-hikers" a paddle option only. Most hikers utilize the land route that goes around Wayne County and out to the coast. We see this project as an opportunity to provide more outdoor activities for locals and visitors, as well as capture more locals and visitors who are currently going to other parts of the states for trails.

- TTO participated in a second Virtual Sports Sales Mission in the second week of January, which was hosted by Visit NC. Ashlin met and presented to 4 different tournament directors/agencies of various field sports to promote Goldsboro-Wayne County as a host for their potential 2021-2023 seasons.

- Our department and staff from Parks & Rec met with Raleigh LaxFest virtually to discuss the future of their tournaments. Goldsboro has been selected as the new home for the event for the foreseeable future, and they are booking both their girls and boys fall tournaments in Goldsboro.

Estimated economic impact would be over $1M with expected tax revenues to be $100K+.

- TTO is planning a virtual FAM Tour for the end of February to promote the Totally Fly Women in Agriculture to travel writers and media. This is a great way to garner positive publicity and visitor interest for our market.

City Occupancy Tax Collections

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Average
2020-21	$63,053	$79,612	$70,672	$86,804	$58,755	$103,416	$65,157	$	$	$	$	$	**$527,469**	**$75,353**
2019-20	$82,004	$88,424	$92,348	$85,480	$81,911	$72,631	$61,017	$71,071	$73,114	$54,362	$38,523	$54,254	**$855,139**	**$71,262**

CITY OF GOLDSBORO
AGENDA MEMORANDUM
FEBRUARY 15, 2021 COUNCIL MEETING

SUBJECT: Amending a Grant Project Fund Ordinance – Community Development Block
                   Grant (CDBG) and HOME Investment Partnership Program (HOME) Special
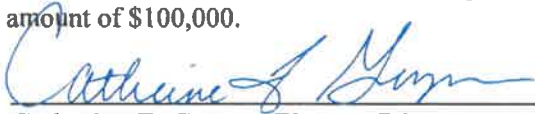   Revenue Fund (C2101)

BACKGROUND: On August 21, 2019, City Council authorized the acceptance of an Urgent Repair
                   Program (URP1909) grant from the North Carolina Housing Finance Agency in
                   the amount of $100,000 to assist with repair of twelve eligible low income
                   homeowners for an amount up to $10,000 per home to prevent displacement.
                   The grant period is from July 12, 2019 and has an extended date of June 30,
                   2021. There is no match required for the grant. This grant will be managed by
                   the Community Relations department.

DISCUSSION: This fund has been established as a grant project (G.S. § 159-13.2) fund to
                   satisfy the federal grant requirements which call for the City to establish a means
                   of tracking the expenditures for Single Audit purposes so that external auditors
                   can verify compliance with the various Federal and State grant guidelines in the
                   compliance supplements. Staff requests that the Council appropriate
                   expenditures in the amount of $100,000. This will be funded with State grant
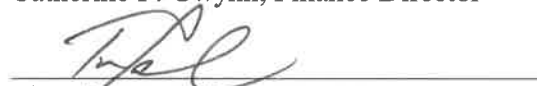   revenue.

RECOMMENDATION:
                   1. By motion, Council adopt the attached Grant Project Ordinance amendment
                      for the Community Development Block Grant (CDBG) and HOME
                      Investment Partnership Program (HOME) Special Revenue Fund (C2101) in
                      the amount of $100,000.

Date: 2/09/21
                   _____
                   Catherine F. Gwynn, Finance Director

Date: 2/10/21
                   _____
                   Timothy M. Salmon, City Manager

ORDINANCE NO. 2021-

AN ORDINANCE AMENDING THE GRANT PROJECT FUND FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT
PARTNERSHIP PROGRAM SPECIAL REVENUE FUND (C2101)

WHEREAS, the City of Goldsboro has been designated an "Entitlement City", and desires to provide support of housing and non-housing community development projects and activities while leveraging through public-partnerships and other grant opportunities and to reinvest program income in higher potential projects and activities for low-to-moderate income individuals and families; and

WHEREAS, the City was awarded a $100,000 grant from the North Carolina Housing Finance Agency for an Urgent Repair Program (URP1909) to assist with the repair of twelve eligible low income homeowners for an amount up to $10,000 per home to prevent displacement; and

WHEREAS, the grant period is from July 12, 2019 until June 30, 2021 and there is no required match for the program; and

WHEREAS, it is necessary to appropriate expenditures in order to begin fulfilling the terms of the grant, and this will be funded with federal grant revenue and program income.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Goldsboro, North Carolina, that the Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) Special Revenue Fund (C2101) be amended as follows:

Community Development Block Grant (CDBG) and HOME Investment
Partnership Program FY20-FY29 Special Revenue Fund (C2101)

	Current Budget	Amended Budget	Increase (Decrease)
Revenues:			
Federal Grants CDBG FY19-20	$ 328,479.00	$ 328,479.00	$ -
Federal Grants HOME FY19-20	214,732.00	214,732.00	-
Federal Grants CDBG FY20-21	351,137.00	351,137.00	-
Federal Grants HOME FY20-21	237,076.00	237,076.00	-
Federal Grants CDBG FY20-21 CRF COVID-19	206,554.00	206,554.00	-
State Grants-NC Housing Finance - URP	-	100,000.00	100,000.00
CDBG Program Income - Principal	5,740.00	5,740.00	-
CDBG Program Income - Interest	500.00	500.00	-
HOME Program Income - Principal	6,898.00	6,898.00	-
HOME Program Income - Interest	1,198.00	1,198.00	-
Total Revenues	**$ 1,352,314.00**	**$ 1,452,314.00**	**$ 100,000.00**
Expenditures:			
CDBG FY19-20			
Administration	$ 76,390.00	$ 76,390.00	$ -
Consultant Services (Admin)	10,000.00	10,000.00	-
Rehabilitation	3,120.00	3,120.00	-
Public Facilities - W.A. Foster Debt Principal Contribu	208,454.00	208,454.00	-
Afterschool Enrichment	33,635.00	33,635.00	-
Keller Way Extension for Adair Place (NCDOC Gran	?		
Subtotal - CDBG FY19-20	**$ 331,599.00**	**$ 331,599.00**	**$ -**
Home FY19-20			
Administration	$ 20,694.00	$ 20,694.00	$ -
Office Supplies (Admin)	779.00	779.00	-
CHDO Set Aside	107,307.00	107,307.00	-
Homebuyer Assistance	90,000.00	90,000.00	-
Subtotal - Home FY19-20	**$ 218,780.00**	**$ 218,780.00**	**$ -**

Community Development Block Grant (CDBG) and HOME Investment
Partnership Program FY20-FY29 Special Revenue Fund (C2101)

	Current Budget	Amended Budget	Increase (Decrease)
CDBG FY20-21			
Administration	$ 70,227.00	$ 70,227.00	$ -
Consultant Services (Admin)	38,120.00	38,120.00	-
Rehabilitation	85,195.00	85,195.00	-
Public Facilities - W.A. Foster Debt Principal Contribu	160,715.00	160,715.00	-
Afterschool Enrichment			-
Subtotal - CDBG FY20-21	**$ 354,257.00**	**$ 354,257.00**	**$ -**
Home FY20-21			
Administration	$ 23,708.00	$ 23,708.00	$ -
Rehabilitation	113,807.00	113,807.00	-
CHDO Set Aside	41,609.00	41,609.00	-
Homebuyer Assistance	62,000.00	62,000.00	-
Subtotal - Administration	**$ 241,124.00**	**$ 241,124.00**	**$ -**
CDBG-CV FY20-21 (CRF COVID-19)			
Administration	$ 41,308.00	$ 41,308.00	$ -
Non-Profits	165,246.00	165,246.00	-
Subtotal - CDBG-CV FY20-21 (CRF COVID-19)	**$ 206,554.00**	**$ 206,554.00**	**$ -**
NC Housing Finance Agency - URP19			
Rehabilitation		$ 100,000.00	$ 100,000.00
Subtotal - NC Housing Finance Agency - URP19	**$ -**	**$ 100,000.00**	**$ 100,000.00**
Total Expenditures	**$ 1,352,314.00**	**$ 1,452,314.00**	**$ 100,000.00**

This Ordinance shall be in full force and effect from and after this _____ day of
_____, 2021.

_____
Chuck Allen
Mayor

ATTEST:

_____
City Clerk

NORTH CAROLINA HOUSING FINANCE AGENCY

URGENT REPAIR PROGRAM

FUNDING AGREEMENT

Recipient: **City of Goldsboro**

Funding Agreement Number: **URP 1909**

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM

FUNDING AGREEMENT

This Funding Agreement (the "Agreement") is entered into on the 12th day of July, 2019, by the North Carolina Housing Finance Agency (the "Agency"), a public agency of the State of North Carolina and the City of Goldsboro (the "Recipient").

Recitals

Whereas, the North Carolina Housing Trust Fund (the "Fund") was created by the 1987 Session of the North Carolina General Assembly which added Chapter 122E to the General Statutes, entitled the North Carolina Housing Trust Fund and Oil Overcharge Act (the "Act"); and

Whereas, the Act also created the North Carolina Housing Partnership (the "Partnership") to establish policies for programs of the Fund; and

Whereas, the Partnership has adopted policy guidelines for the operation of an Urgent Repair Program (the "Program") from the Fund; and

Whereas, the Agency is responsible for implementing and operating programs of the Fund based on the policies of the Partnership; and

Whereas, the Agency has advertised the availability of applications for funding under the Program;

Whereas, the Application of the Recipient identified on the cover page of this Funding Agreement was received, evaluated, and approved by the Agency and thereby made a part of this Agreement to be referenced as applicable; and

Whereas, the Agency has developed Program Guidelines (the "Guidelines") dated June 2019, governing the execution of the Program by the Recipient and their relationship to this Agreement is made explicit in section 9 of this Agreement;

Now, therefore, in consideration of the payment of ten dollars ($10.00) by the Recipient to the Agency, the exchange of the mutual promises set forth herein and other good and valuable consideration the Recipient and the Agency mutually agree as follows:

PART A: TIME OF PERFORMANCE

Section 1: Time of Performance

(a) The Recipient shall begin performance of this Agreement on the 12th day of July, 2019 and shall complete performance no later than the 31st day of December, 2020 (date of completion). Any funds that are not committed under contract (pursuant to section 3.1 of the Program Guidelines) to a Program participant as of the completion date must be withdrawn from deposit and returned to the Agency, unless the Agency agrees in writing to an extension of this Agreement.

(b) The Recipient must make reasonable progress in the use of funds under this Agreement. Failure to do so may result, at the discretion of the Agency, in a reduction of the amount of funds available under this Agreement.

PART B: PROGRAM FUNDING

Section 2: Grant Amount

(a) The Agency has approved a Program Grant to the City of Goldsboro in the principal amount of One Hundred Thousand dollars ($100,000). The funds are from the State appropriated North Carolina Housing Trust Funds. In no event shall expenditures under this Agreement exceed this Program Grant.

Section 3: Disbursement of Funding

The Recipient will receive Program funds in accordance with the Guidelines, section 3.2 *Disbursements*.

Section 4: Deposit of Funds

(a) Any money advanced to the Recipient must be deposited, tracked and documented in accordance with the Guidelines, sections 3.4 *Recipient Accounts* and 3.5 *Program Income*.

(b) The Agency reserves the right to require that all deposits made in eligible accounts will be subject to withdrawal by the Recipient and will also be subject to withdrawal by the Agency. If the Agency chooses to exercise this option, an agreement for custodial accounts will be provided by the Agency to implement the requirement and will be executed prior to the initial disbursement.

(c) Checks will be delivered to the addresses provided in section 24 of this Agreement.

PART C: FINANCIAL MANAGEMENT

Section 5: Honesty and Fidelity Bond

The Recipient must comply with the Honesty and Fidelity Bond requirements of the Guidelines, Section 3.3 *Honesty and Fidelity Bond*.

Section 6: Establishment and Maintenance of Accounting Records

The Recipient must comply with the accounting procedures of the Guidelines, Section 3.6 *Accounting*.

Section 7: Procurement Procedures

Recipient shall establish written procurement and contracting procedures which provide that proposed procurement and contracting actions will be properly managed in accordance with the Guidelines, section 3.8 *Procurement*.

Section 8: Annual Audit Report

The Recipient must comply with the auditing standards and requirements of the Guidelines, section 3.9 *Financial Audit Requirements*.

PART D: PROGRAM MANAGEMENT

Section 9: Program Guidelines

The terms of the Agreement are subject to the Guidelines in all respects, whether specifically referenced in this Agreement, and all defined terms used in this Agreement shall have the same meanings as used in the Guidelines. In the event the Guidelines are revised, the Agency will forward such revisions to the Recipient and thereby make them a part of this Agreement. Failure of the Recipient to comply with the terms and conditions of the Guidelines shall be an event of default by the Recipient under this Agreement.

The Agency may reduce, suspend, or otherwise change the disbursement of payments under this Agreement, and the Agency may terminate this Agreement if the Agency determines that the Recipient has failed to comply with the Guidelines.

Section 10: Program Documents

The Recipient's Program must use grants to finance eligible repairs for Program participants. The Recipient must comply with the documentation requirements of the Guidelines, section 4.3 *Program Documents*.

Section 11: Recipient Responsibility

The Recipient must comply with the procedures and requirements of the Guidelines, section 3.10 *Monitoring by Recipient*.

Section 12: Reports

The Recipient must comply with the procedures and requirements of the Guidelines, section 3.11 *Reporting by Recipient*.

Section 13: Right To Inspect

The Recipient must comply with the procedures and requirements of the Guidelines, section 3.12 *Monitoring by Agency*.

PART E: GENERAL CONDITIONS

Section 14: Prohibited Activity

The Recipient must comply with the procedures and requirements of the Guidelines, section 2.2 *Prohibited Activities*.

Section 15: Publicity

The Recipient must, when publicizing Program availability, act in accordance with the requirements of the Guidelines, section 4.1 *Selection of Applicants*.

Section 16: Contract Changes

Any proposed changes in this Agreement shall be in writing, submitted to and approved and executed by the Agency before the performance of any work involved in the proposed change.

Section 17: Assignment

This Agreement shall be binding on and inure to the benefit of the Agency, its successors and assigns. The Recipient may not assign all or any part of its interest in this Agreement or delegate any duty or obligation hereunder without the prior written consent of the Agency.

Section 18: Termination of Agreement

Termination of this Agreement will be governed by the rules and requirements of the Guidelines, section 3.1 *Funding Agreement*.

Section 19: Indemnification

The Recipient holds harmless and indemnifies the Agency from any and all claims, including reasonable attorney's fees, for injury or damage to persons or property which may arise in connection with work performed under this Agreement or pursuant to the Recipient's Program.

Section 20: Litigation

The Recipient represents and warrants to the Agency that there is no pending or active litigation against the Recipient that may jeopardize or adversely affect this Agreement or the completion of activities hereunder.

Section 21: E-Verify

Member agrees to comply with the requirement of N.C.G.S. 64-26(a) which requires private employers with 25 or more employees in the State of North Carolina to comply with the Federal E-Verify system for verification of all employees' legal work status.

Section 22: Prohibition of Discrimination.

The Member must consider all applications in the order in which they are received, or in any other manner designated by the Agency, on a fair and equal basis, may not arbitrarily reject an application, and may not vary the terms of a loan or the application procedures therefore or reject an applicant in violation of any State or federal law regarding discrimination.

Section 23: Notice

Any requirement to provide notice under this Agreement shall be deemed to have been met if delivered to the following parties at the following addresses:

Recipient:

> The Honorable Chuck Allen, Mayor
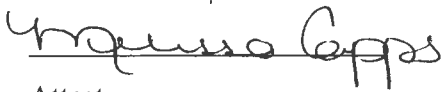> City of Goldsboro
> PO Drawer A
> Goldsboro, NC 27533

Agency:

> Kim Hargrove, Team Leader of Documentation and Compliance
> North Carolina Housing Finance Agency
> 3508 Bush Street
> Raleigh, NC 27609-7509

Section 24: Entire Agreement

This Agreement consists of eight pages, including the cover page, and is the entire Agreement between the Agency and the Recipient.

In Witness Whereof, the parties below have executed this Agreement on the date first written above.
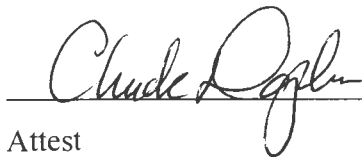
City of Goldsboro

By: _____

Attest

Its: <u>The Honorable Mayor</u>

North Carolina Housing Finance Agency

By: _____

Attest

Its: <u>Manager of Home Ownership Rehabilitation and Compliance</u>

City of Goldsboro

P.O. Drawer A
North Carolina
27533-9701

RESOLUTION NO. 2021-7

RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY STANLEY SMITH
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 39 YEARS

WHEREAS, Stanley "Stan" Smith retires on March 1, 2021 as an Engineering Technician with the Engineering Department of the City of Goldsboro with more than 39 years of service; and

WHEREAS, Stan began his career on July 29, 1981 as an Engineering Aide 1 with the Public Utilities Department; and

WHEREAS, On October 14, 1981, Stan was promoted to Engineering Aide II with the Public Utilities Department; and

WHEREAS, On July 15, 1998, Stan was promoted to Engineering Technician II with the Engineering Department; and

WHEREAS, On August 1, 2007, Stan's position was reclassified to Engineering Technician where he has served until his retirement; and
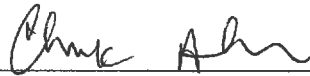
WHEREAS, Stan has proven himself to be a dedicated and efficient public servant who has gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro; and

WHEREAS, The Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Stan Smith their deep appreciation and gratitude for the service rendered by him to the City over the years.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina that:

1. We express to Stan our very best wishes for success, happiness, prosperity and good health in his future endeavors.

2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 15th day of February, 2021.

Chuck Allen
Mayor

RESOLUTION NO. 2021-7

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_____

Chuck Allen
Mayor

Attested by:

_____

City Clerk

Item O

City of Goldsboro
P.O. Drawer A
North Carolina
27533-9701

RESOLUTION NO. 2021-8

RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY JAMES BOYD
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 11 YEARS

WHEREAS, James Boyd retires on March 1, 2021 as an Operator IV at the Water Reclamation Facility with the Public Utilities Department of the City of Goldsboro with 11 years of service; and

WHEREAS, James began his career on February 10, 2010 as an Operator I at the Water Reclamation Facility with the Public Utilities Department; and

WHEREAS, On February 10, 2012, James' position was reclassified to an Operator II with the Public Utilities Department; and

WHEREAS, On January 8, 2014, James' position was reclassified to an Operator III with the Public Utilities Department; and

WHEREAS, On July 1, 2016, James' position was reclassified to an Operator IV with the Public Utilities Department where he has served until his retirement; and

WHEREAS, James has proven himself to be a dedicated and efficient public servant who has gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro; and

WHEREAS, The Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to James Boyd their deep appreciation and gratitude for the service rendered by him to the City over the years.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina that:

1. We express to James our very best wishes for success, happiness, prosperity and good health in his future endeavors.

2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 15th day of February, 2021.

Chuck Allen
Mayor

RESOLUTION NO. 2021-8

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_____
Chuck Allen
Mayor

Attested by:

_____
City Clerk