

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

- 
- 1. CALL TO ORDER - CHAIRMAN**
  - 2. APPROVAL OF WORK SESSION AGENDA - CHAIRMAN**
    - 2.1. BOC - Changes to the Agenda
  - 3. DISCUSSION ITEMS - NO ACTION**
    - 3.1. Infrastructure and Asset Management - Courthouse Expansion Project Update
    - 3.2. Innovation and Technology - Innovation Report
    - 3.3. Solid Waste - Unincorporated Residential Curbside Recycling Collection
  - 4. DISCUSSION ITEMS FOR ACTION**
    - 4.1. Finance - Approval of Maintenance and Repair Agreement Between Cabarrus County, Cabarrus County Schools and Kannapolis City Schools
    - 4.2. Human Resources - Presentation of Salary Study Results and Recommendations
    - 4.3. BOC - Appointments to Boards and Committees
    - 4.4. BOC - Resolution Amending the Board of Commissioners' 2019 Meeting Schedule
    - 4.5. County Manager - Literacy Coordinator Room/Office Renovation
    - 4.6. County Manager - Purchase of Right-of-Way and Easements for Hickory Ridge Elementary School
    - 4.7. County Manager - Support Letter for Multi-Use Paths with NC 73 Widening
    - 4.8. DHS - Review of Bids to Provide Bulk Catering Services to the LunchPlus Club Program
    - 4.9. Emergency Management - Adoption of 2019 Emergency Operations Plan
    - 4.10. Finance - Resolution Relating to the Installment Financing Contract - Financing for School and Public Purpose Land - Public Hearing 6:30 p.m.
    - 4.11. Library - Policy Updates
    - 4.12. Register of Deeds - Partial Refund of Excise Tax
    - 4.13. Sheriff's Office - Approve Bid Award with Hilbish Ford for 2020 Ford Utility Police Interceptor Vehicles (Explorer)
  - 5. APPROVAL OF REGULAR MEETING AGENDA**

5.1. BOC - Approval of Regular Meeting Agenda

**6. CLOSED SESSION**

6.1. Closed Session - Pending Litigation

**7. ADJOURN**

*In accordance with ADA regulations, anyone in need of an accommodation to participate in the meeting should notify the ADA coordinator at 704-920-2100 at least 48 hours prior to the meeting.*

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Approval of Work Session Agenda - Chairman

**SUBJECT:**

BOC - Changes to the Agenda

**BRIEF SUMMARY:**

A list of changes to the agenda is attached.

**REQUESTED ACTION:**

Motion to approve the agenda as amended.

**EXPECTED LENGTH OF PRESENTATION:**

1 Minute

**SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- Changes to the Agenda



**CABARRUS COUNTY BOARD OF COMMISSIONERS  
CHANGES TO THE AGENDA  
MAY 6, 2019**

**SUPPLEMENTAL INFORMATION:**

**Discussion Items – No Action**

**3.2 Innovation and Technology – Innovation Report**

- Report

**3.3 Solid Waste – Unincorporated Residential Curbside Recycling Collection**

- Curbside Recycling Processing Costs
- Recycling Processing Costs

**UPDATED:**

**6.1 Closed Session – Pending Litigation**

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items - No Action

**SUBJECT:**

Infrastructure and Asset Management - Courthouse Expansion Project Update

**BRIEF SUMMARY:**

Staff will provide an update on the Courthouse expansion project.

**REQUESTED ACTION:**

No action required.

**EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

**SUBMITTED BY:**

Kyle Bilafer, Area Manager of Operations  
Jonathan Marshall, Deputy County Manager

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items - No Action

**SUBJECT:**

Innovation and Technology - Innovation Report

**BRIEF SUMMARY:**

The Board will receive a monthly report on creating value for Cabarrus County citizens through innovation.

In April, the County Manager met with department directors to discuss focus on innovation and FY20 Innovation Goals and Strategies.

- Goal - Create a culture of innovation
  - Strategy - Educate and empower staff
- Goal - Expose, expand and improve use of existing resources
  - Strategy - Provide and track educational opportunities
- Goal - Help departments identify and visualize operational wellness
  - Strategy - Create operational wellness dashboards for each department

**REQUESTED ACTION:**

Receive report.

**EXPECTED LENGTH OF PRESENTATION:**

15 Minutes

**SUBMITTED BY:**

Debbie Brannan, Area Manager of Innovation and Technology

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- PowerPoint Presentation

# Innovation Report

May 6, 2019



CABARRUS COUNTY  
*America Thrives Here*



# Innovation Initiative

## Goal 1

Create a culture of innovation

## Strategy

Educate and empower staff

## Primary Tools

NeoGov Learning Management System

Microsoft Teams Digital Book Club

# Turning Opinions Into Ideas



## OPINION

Emotional reaction based on knowledge, experience and state of mind



## SUGGESTION

Recommends actions to alter the future experiences



## IDEA

Proposes specific actions with rationale that justifies these actions



# Innovation Initiative

## Goal 2

Expand and improve use of existing resources

## Strategy

Create opportunities for staff to become subject matter experts and collaborate independent of organizational structure for continuous improvement

## Primary Tools

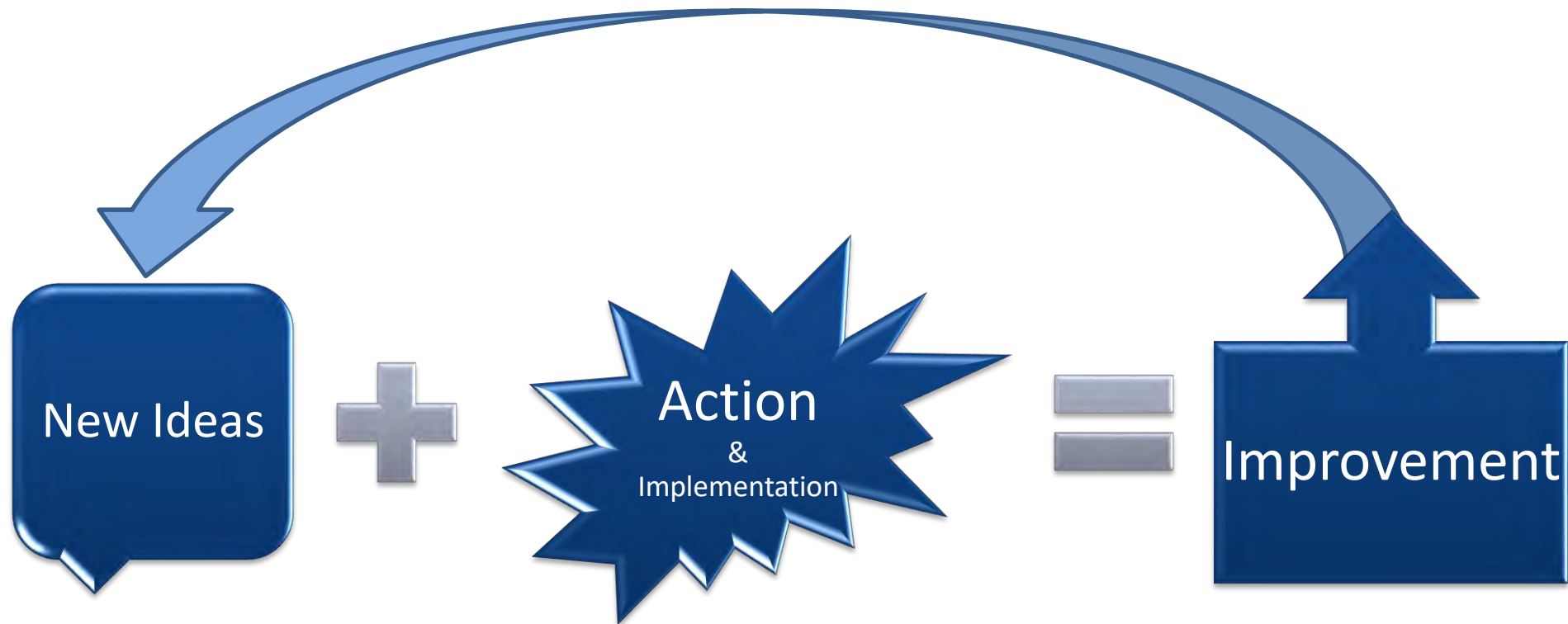
Software knowledge and training sites

NeoGov Learning Management System

Microsoft Teams

# Kaizen

Involves all employees working to continuously improve functions.



# Innovation Initiative

## Goal 3

Visualize County operational wellness

## Strategy

Identify measures and create dashboards for each department

## Primary Tools

Microsoft Power BI

ESRI ArcGIS

# Visualize for Action

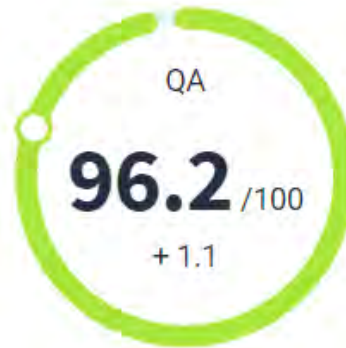
## Quality Assurance Overview



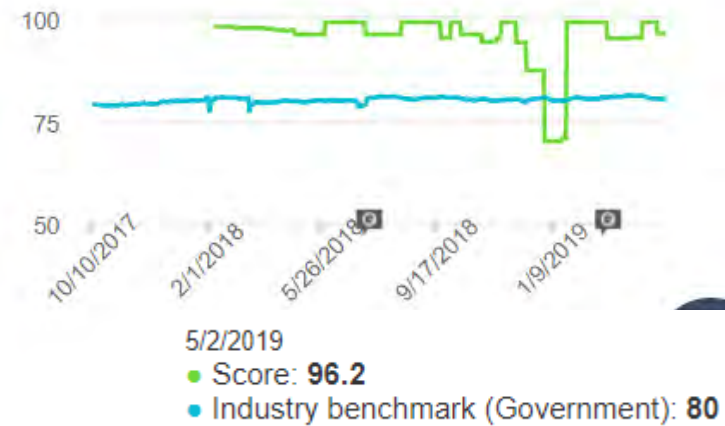
### Score details



### Overall score



### QA Score progress



# Visualize for Action



Export

## Accessibility Overview

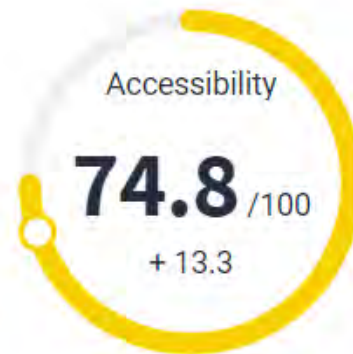
### Score details

Progress in resolving Errors **84.9** /100

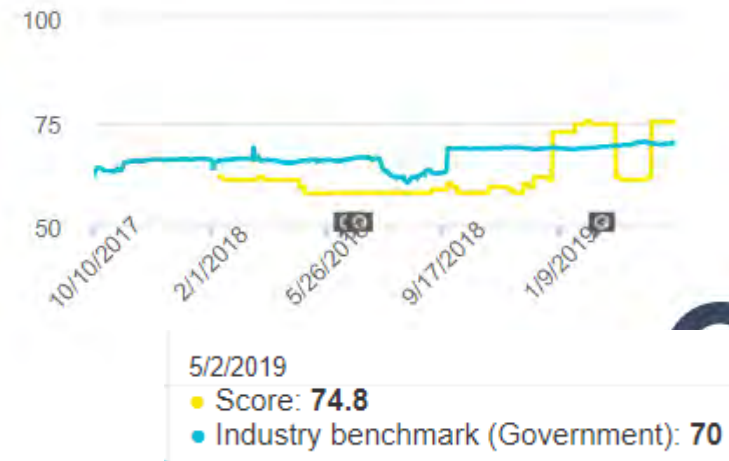
Progress in resolving Warnings **74.4** /100

Percentage of pages with low Error rate **52.5** /100

### Overall score



### Accessibility Score progress



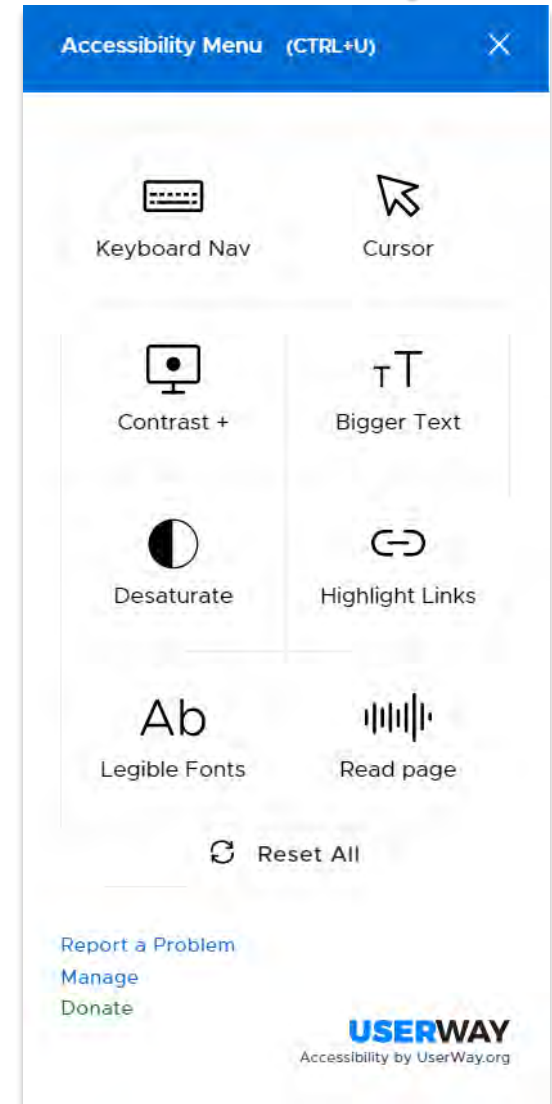
# Global Accessibility Awareness Day



May 16 2019

Focus on awareness for digital access/inclusion of people with disabilities.

[GlobalAccessibilityAwarenessDay.org](http://GlobalAccessibilityAwarenessDay.org)





# Innovation Report

## Questions?

May 6, 2019



CABARRUS COUNTY  
*America Thrives Here*

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items - No Action

**SUBJECT:**

Solid Waste - Unincorporated Residential Curbside Recycling Collection

**BRIEF SUMMARY:**

Staff will present the current state of the cost of recycling processing and the effects it may have on providing curbside recycling collection service to the unincorporated residents.

**REQUESTED ACTION:**

Receive input.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Kevin Grant, Sustainability Manager

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▢ Curbside Recycling Processing Costs
- ▢ Recycling Processing Costs

Sonoco / Republic Recycling  
FY18-19 Recycling Tons / Revenue / Payments

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Totals
Tons	237.06	263.92	222.94	247.48	257.5	266.65	267.1	262.37	255.57	248.45	242.2	177.76	2949.00
Weighted Avg Recycle Price	\$ 88.50	\$ 80.18	\$ 78.14	\$ 64.63	\$ 61.43	\$ 60.73	\$ 62.42	\$ 49.47	\$ 24.70	\$ 38.41	\$ 39.66	\$ 40.39	
Processing Rate	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	
Revenue	\$ 2,349.76	\$ 2,677.34	\$ 1,814.73					\$ -	\$ -				
Expense				\$ 1,328.97	\$ 2,206.78	\$ 2,471.85	\$ 2,024.62	\$ 5,247.40	\$ 5,111.40	\$ 4,969.00	\$ 4,884.00	\$ 5,263.40	\$ 33,507.41

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Totals
Tons	248.15	247.72	224.2	260.4	303.33	277.92	265.5	205.65	220.45				2253.32
Weighted Avg Recycle Price	\$ 46.36	\$ 44.59	\$ 46.77	\$ 43.85	\$ 41.67	\$ 45.41	\$ 20.30	\$ 20.30	\$ 20.30				
Processing Rate	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 98.25	\$ 98.25	\$ 98.25				
Revenue													
Expense	\$ 4,963.00	\$ 4,954.40	\$ 4,484.00	\$ 5,208.00	\$ 6,066.60	\$ 5,558.40	\$ 20,695.73	\$ 16,030.42	\$ 17,411.08				\$ 85,371.63

**Sonoco Recycling: July 2017 - December 2018**

\*If Weighted Average Recycling Price is above \$70, County receives 55% of the price that is over Weighted Average Price.

\*\*If Weighted Average Recycling Price is below \$70, County pays per ton by the difference with a \$20 per ton Cap.

**Republic Services: January 2019 - June 2019**

\*If Weighted Average Recycling Price is above \$98.25, County receives 50% of the price that is over Weighted Average Price.

## **Recycling Processing Costs (2017 – Present)**

### **Sonoco Recycling (2017 – 2018)**

Recycling Processing Cost: \$70 / ton

Maximum Charge to County of \$20 / ton (If Weighted Average Recycling Price is Below \$70 / ton)

### **Republic Services (Operating the Mecklenburg Co. Material Recycling Facility) – (Jan, 2019 – June, 2019)**

Recycling Processing Cost: \$98.25 / ton

Charge to County is the Recycling Processing Cost minus the Weighted Average Recycling Price (no cap)

### **Mecklenburg County (Beginning July 1, they are negotiating for all material entering MRF)**

Recycling Processing Cost: \$95 / ton

Potential Annual Cost: \$294,500\*

\*Assume 3,100 tons per year collected curbside from unincorporated residents (total does not include Recycling Convenience Centers, County Buildings, County Schools)

\*\*Eliminating glass would reduce tons by 15 – 20%

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Finance - Approval of Maintenance and Repair Agreement Between Cabarrus County, Cabarrus County Schools and Kannapolis City Schools

### **BRIEF SUMMARY:**

The County entered into an agreement with Cabarrus County Schools (CCS) and Kannapolis City Schools (KCS) in FY 1999 in order to provide specific funding for building and ground maintenance as well as to consolidate the operations of both school systems for this function. The current agreement will expire on June 30, 2019. The proposed agreement will extend the service for an additional five years: FY 2020 to FY 2024.

### **REQUESTED ACTION:**

Motion to approve the revised contract subject to review of the County Attorney, County Manager and both school districts.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

### **SUBMITTED BY:**

Susan Fearington, Finance Director

### **BUDGET AMENDMENT REQUIRED:**

No

### **COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- Draft Agreement

STATE OF NORTH CAROLINA    )  
  )    MAINTENANCE AND REPAIR AGREEMENT  
CABARRUS COUNTY                    )

This MAINTENANCE AND REPAIR AGREEMENT (the "Agreement") is entered into pursuant to N.C. Gen. Stat. §160A-460 et seq. effective July 1, 2019 by and between the CABARRUS COUNTY BOARD OF EDUCATION (the "Cabarrus Board"), a school administrative unit of the State of North Carolina, the KANNAPOLIS CITY BOARD OF EDUCATION (the "Kannapolis Board"), a school administrative unit of the State of North Carolina (the Kannapolis Board and the Cabarrus Board may be jointly referred to as the "Boards" from time to time); and CABARRUS COUNTY, North Carolina (the "County") (the Boards and the County may be collectively referred to as the "Parties").

In consideration of the mutual promises and covenants contained herein the Parties agree as follows:

1.     **Purpose** - The Boards have consolidated their individual maintenance staffs so that maintenance and repair activities with regard to their elementary, middle school and high school facilities, administrative facilities, maintenance, repair and storage facilities, and any other school related facilities, including both buildings and grounds attendant to such facilities (collectively "School Facilities"), as more fully described below, are provided more efficiently and economically. The costs and provision of utilities and janitorial services for any of the Parties are specifically excluded from this Agreement and shall remain the responsibility of each respective Party. The Cabarrus Board has also agreed to perform general maintenance and repairs to school park facilities at Cabarrus County and City of Kannapolis School sites. This Agreement will only apply to school park sites that are utilized by volunteer community organizations for youth athletic team sports, such as basketball, softball, baseball, soccer and football co-sponsored by the Cabarrus County Active Living and Parks Department (referred to as "ALPS"). Attached as Schedule 2 is the list of athletic school/park site facilities. This Agreement applies only to those parks listed on this Schedule.

2.     **Duration** - This Agreement shall be for a term of five (5) years, commencing July 1, 2019, and terminating June 30, 2024 (the "Term"). This Agreement will continue thereafter for successive one year terms, unless either party provides notification on or before May 1 that the agreement will be terminated, which termination shall become effective June 30.

3.     **Department Responsibilities/School Facilities** - The Facilities and Operations Department of the Cabarrus Board (the "Department") will have responsibility for providing maintenance and repair (as more fully defined below) for all School Facilities. The Department is authorized to enter into maintenance and repair contracts with third

parties. The maintenance and repair services provided by the Department shall include, but are not limited to:

(a) Grounds work and landscaping - This service shall include but not be limited to, planting, seeding, fertilizing, soil treatment, irrigation, mowing (excluded per Kannapolis Board), weeding, leafing and trimming of all School Facilities real property. Grounds maintenance shall be performed in a manner as set forth in specifications in existing grounds maintenance contracts.

(b) Stadiums, playgrounds, athletic and recreational fields - This service shall include but not be limited to, playground equipment affixed to school grounds and maintenance and repair of tennis courts, basketball courts, tracks, scoreboards, maintaining and repairing athletic equipment used on the grounds (whether permanent or removable), and all buildings, grounds and facilities affiliated with any athletic program, including without limitation, restrooms, press boxes and bleachers or risers, whether permanent or moveable.

(c) Building Exteriors - This service shall include but not be limited to, painting, siding, roofing, windows, storage facilities, decking, ramps, steps, locks, doors, walls, fences, benches, brickwork, steps, skylights, mullions, louvers, culverts, gutters, sidewalks, parking lots, roads, sandblasting and pressure washing.

(d) Building Interiors - This service shall include but not be limited to, floors, walls, ceilings, ceiling tiles, glass, doors, door stops, door frames, thresholds, risers, steps, wood trim, ceramic tile, gym floors, partitions, cabinets, lockers, tiling, mirrors, windows, screens, carpet, white boards, chalk boards, bulletin boards, railings, bleachers, risers, seats, decks, chairs, casters, any athletic equipment, including without limitation indoor basketball goals, swimming pools, caulking, plaster, blinds, tables, shelves, carts, TV mounts, signs and hinges.

(e) Electrical - This service shall include but not be limited to, (whether indoor or outside), lighting, dishwashers, switches, ovens, stoves, drinking fountains, garbage disposals, heaters, boilers, slicers, fans, ballasts, exhaust fans, receptacles, washers, dryers (clothes or hand), mixers, shop equipment, relays, switches, breakers, ice machines, refrigerators, booster breakers, breakers, power strips and walk-in coolers.

(f) Plumbing - This service shall include but not be limited to, sinks, toilets, urinals, drains, flush valves, drinking fountains, floor drains, cove base, pipes, filters, pumps, waterlines, sewer lines, faucets, showers, tubs, water coolers and water heaters.

(g) HVAC - This service shall include but not be limited to, heating, air-conditioning, humidifiers, air cleaners, filters, thermostats, temperature problems, tanks, ventilators, compressors, boilers, furnaces, duct work, vents, regulators, air handling units, fans, heat pumps, cooling towers, window A/C units and duct collectors.



(h) Safety - This service shall include but not be limited to, alarm systems, detection systems (metal or otherwise), monitoring systems, scanning systems, fire doors, fire alarms, panic bars, sprinkler systems, emergency lights, exit signage, fire extinguishers and any devices or equipment installed or used by any Party for purposes of insuring safety and security on School Facilities.

(i) Food Service/Refrigeration - This service shall include but not be limited to, boilers, coolers, ranges, refrigerators, walk-in coolers, cookers, ovens of any sort (including convection and microwave), garbage disposal and compaction, fryers, rotisseries, broilers, slicers, batter mixers, all kitchen appliances of whatever kind or nature, including warmers, chillers, braising pans, stoves and ice machines. The Child Nutrition Department of the County and the City of Kannapolis shall be invoiced separately for all parts (but not labor), repaired or replaced by that Department pertaining to this specific category.

All of the above maintenance and repair services shall hereafter be collectively referred to as the "Services." The Department's responsibility is only to provide Services to the extent that sufficient funding is available.

**4. Department Responsibilities/School Park Facilities:**

a. The Director of the Facilities Maintenance Department for Cabarrus County Schools ("Director") will have responsibility for providing maintenance and repairs (as more fully defined below) for all school park facilities. The Director is also authorized to enter into agreements with third parties for maintenance and repair of school park facilities.

b. Reimbursement Rate - All costs of maintenance and repairs completed at school park sites will be reimbursed to Cabarrus County Schools by the County for all materials and rental equipment expense for equipment not owned by Cabarrus County Schools. In the case of third party agreements, the County will be billed for actual invoice costs including all applicable taxes.

c. The maintenance and repairs services provided by the Department shall include, but are not limited to:

1) Athletic Turf Improvement – This service shall include bi-annual seeding, fertilizing, irrigation repairs/winterization and associated irrigation wells/holding tanks, weeding, aerations and topdressing of all school/park athletic fields. Mowing and trimming turf elements are performed in the regular maintenance and repair agreement. This Agreement does not include athletic field work, such as lining, dragging, care of bases, nets and goals, etc.

2) Athletic Facilities – This service shall include fencing, restrooms/concession buildings, press boxes, bleachers risers, scoreboards, athletic field lights, sidewalks, parking lots/roadway and utilities.

3) Buildings Exteriors

This service shall include dugouts, concession/restrooms and press box buildings, painting, siding, roofing, leaks, steps, locks, doors, walls, gutters, parking lots, roads and sidewalks, etc.

4) Interior to Buildings

This service shall include plumbing, HVAC, painting, repairs to ceilings, walls, and floors, electrical (whether indoors or outdoors) and safety equipment.

d. County Responsibilities

1) All non-emergency work requests shall be submitted by work order request from ALPS to the Director via the Maintenance Management System (software application). All emergency and health and safety type work orders will be called in to the dispatch area of the Department.

2) A copy of all work orders and associated account invoices will be forwarded to ALPS within (30) thirty days for their record of expenditures from the Parks Maintenance Account.

3) The Department will be responsible for performing all inspections and monitoring of maintenance and repair needs on school park sites and will report needs via School Dude Program to assure work is being completed in a timely fashion.

5. **Department Employment/Director of Services** - The Department shall be under the control and supervision of the Director. The Director will report directly to the Superintendent of the Cabarrus Board ("Cabarrus Superintendent").

6. **Annual Maintenance and Repair Plan** - The Director is charged with the responsibility of conducting a survey of the School Facilities and shall use this survey in preparing an annual Maintenance and Repair Plan (the "Plan") which covers the School Facilities and all responsibilities set forth herein, as well as the status of completing those responsibilities as of the date of the Plan. The Plan will contain the proposed Services schedule and budget for the upcoming fiscal year and shall prioritize all School Facilities repair projects. The Director will present the Plan to the Superintendents for the Boards (the "Superintendents") as part of the "Budget Approval Process" each year of this Agreement. The Plan must receive approval by the Superintendents. The approved Plan will then be presented as a component of the school budget request to the County Manager and the County Board of Commissioners as part of their "Budget Approval Process" each year.

7. **School Park Facilities** - The intent of this Agreement is for general maintenance and repairs of current school/park sites only. No expansions or total replacement of any capital improvements will occur without written agreement by both parties prior to work performed. In some instances, it may be prudent to order the replacement of a facility element, instead of general maintenance or repairs; therefore, the two parties may elect to order total replacement of a facility item, such as new HVAC equipment unit, fencing, roofing, etc. All athletic game and initial field preparation, such as installing home plates, marking dust/paint, pitching rubbers, bases, and infield dirt will be performed by others (volunteer athletic association or City/County parks and recreation departments) and is not included in this Agreement.

8. **Funding** - During each year this Agreement is in effect, the Boards will each contribute to the Department funds for the Services (the "Fund"). The Fund will be used exclusively by the Department to provide the Services, including Department payroll. Kannapolis' payment contribution to the Fund shall include the same per pupil allocated by Cabarrus County for each pupil who resides in Rowan County.

The Fund allocations from each Board of Education will be divided into the below categories:

- (a) **Grounds and Maintenance Services.** For each fiscal year of this Agreement, the amount allocated to the Fund for Grounds and Maintenance Services shall be a minimum of \$1,869,355. A minimum of \$1,760,675 shall be paid to The Cabarrus County Schools Board of Education. Based upon a pro-rata share of projected 2019-2020 North Carolina ADM student numbers, the Cabarrus County Board of Education shall allocate a minimum of \$1,598,991 to Cabarrus County Schools and a minimum of \$161,684 to Kannapolis City Schools. The remaining minimum allocation (currently \$108,680) will be paid directly to Kannapolis City Schools to cover mowing contract expenditures. The contributions of each Board may increase in subsequent years, but in no event will it fall below the minimum amount established herein.
- (b) **Building and Facilities.** For each fiscal year of this Agreement, the amount allocated to the Fund for Building and Facility Services shall be a minimum of \$9,476,179. The entire minimum shall be paid to the Cabarrus County Board of Education. Based upon a pro-rata share of projected 2019-2020 North Carolina ADM student numbers, the Cabarrus County Board of Education shall allocate a minimum of \$8,433,831 to Cabarrus County Schools and a minimum of \$1,042,348 to Kannapolis City Schools.

Furthermore, the Boards and the County agree that in the event square footage in School buildings increases, the Board and the County will reevaluate the funding needs for the Buildings and Facilities services, taking into consideration such increased square footage, regardless of whether or not ADM Numbers increase.

Attached hereto as Schedule 1 is a chart which sets forth total School Facility building space and total School Facility grounds, which shall be amended from time to time to incorporate changes in such figures.

(c). **School Park Facilities.**

Implementation of this agreement is contingent upon the Cabarrus County Board of Commissioners allocating funds in each Fiscal Year's Annual Budget. These funds once approved will be utilized exclusively for maintenance and repairs to school park facilities on Cabarrus County Schools and Kannapolis City School sites. The Cabarrus County Schools Director of Finance will maintain this fund and a report will be issued quarterly showing all disbursements. Parks will be provided the account balance and other details regarding this account at any time upon request. If the cost of repairs on any individual work order exceeds \$2,000, the Director will notify the ALPS. Once the remaining budget balance reaches \$5,000 or less, the Director will advise the ALPS so that additional funds can be requested if needed prior to the end of the contract year. A list of the current Athletic Field Sites/Facilities covered under this Agreement is listed on Schedule 2.

9. **Accounting** - The Cabarrus Board Finance Department will be responsible for establishing two separate internal accounting categories and will keep separate accounting records as to amounts actually spent for the Services provided for each of the Cabarrus Board and the Kannapolis Board with regard to the above: (i) Building and Facilities Services; and (ii) Grounds and Maintenance Services. Within thirty (30) days after the end of each quarter, the Cabarrus Board Finance Department will prepare a report showing spending by the Department, which report will be sent to the County Manager and the Superintendents. At the end of each fiscal year, unspent funds in either Board's account, whether in building maintenance and facilities or grounds and maintenance, shall be reserved for subsequent years' budgets and shall only be spent for each respective purpose, subject to agreement by the Parties.

10. **Disputes** - In the event any disputes arise in connection with this Agreement, the Parties shall make an earnest, good faith attempt to resolve their differences prior to implementation of more formal measures for resolving such disputes.

11. **Termination** - This Agreement may be terminated without cause by any Party by providing written notice of termination as of June 30 of any year, provided such written notice is delivered to the remaining Parties at least six (6) months in advance.

12. **Severability** - If any portion of this Agreement is held invalid, illegal or unenforceable, such determination shall not impair the enforceability of the remaining terms and provisions, provided the purposes, intent and objects of this Agreement may be attained and achieved through the enforcement of such remaining terms and provisions.

13. **Governing Law** - This Agreement shall be governed by the laws of the State of North Carolina.

14. **Miscellaneous/Entire Agreement/Paragraph Headings** - This Agreement sets forth the entire understanding among the Parties and supersedes all previous agreements, arrangements and understandings among the Parties pertaining to this subject matter, whether written or oral, and may not be amended except in writing signed by all Parties. This Agreement is intended to be binding on and for the benefit of the Parties only and no term or condition is intended to benefit, nor may any term or condition be enforced by any other person. Paragraph headings are for convenience only and shall not be deemed a controlling part of this Agreement.

15. **Execution** - The signatures of the Chairs of the Kannapolis Board, the Cabarrus Board and the Cabarrus County Board of Commissioners constitutes approval of each Party. Resolutions of each Party ratifying this Agreement are attached to this Agreement.

WITNESS our hands and seals all as of the date set forth below.

**CABARRUS COUNTY BOARD OF EDUCATION**

\_\_\_\_\_ Date: \_\_\_\_\_  
Cindy Fertenbaugh, Chair

Attest:

\_\_\_\_\_ (SEAL)  
Dr. Chris Lowder, Secretary

**KANNAPOLIS BOARD OF EDUCATION**

\_\_\_\_\_  
Todd Adams, Chair

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Ashley Forrest, Board Specialist

Date: \_\_\_\_\_

(SEAL)

**CABARRUS COUNTY**

\_\_\_\_\_ Date: \_\_\_\_\_  
Stephen Morris, Chair  
Cabarrus County Board of Commissioners

Attest:

\_\_\_\_\_  
Lauren E. Linker  
Clerk to the Board

(SEAL)

**SCHEDULE ONE**

	FACILITY	OLDEST SECTION	ACREAGE	SQUARE FOOTAGE
CCS	AT ALLEN ELEM (NEW)	2010	28	111,750
CCS	BETHEL ELEM SCHOOL (NEW)	2004	36	110,000
CCS	BEVERLY HILLS ELEM	1953	12	49,600
CCS	BUS MAINTENANCE FACILTY	2009	24.3	60,255
CCS	C E BOGAR ELEM	2007	26	111,570
CCS	C C GRIFFIN MIDDLE	2002	52	163,000
CCS	CARL A FURR ELEM	2007	16.3	111,750
CCS	CCS EDUCATION FACILITY CENTER	2004	28.7	60,000
CCS	CENTRAL CABARRUS HUGH	1965	102	147,632
CCS	COLTRANE WEBB ELEM	1937	10	58,200
CCS	CONCORD HIGH	1967	63.2	173,961
CCS	CONCORD MIDDLE	1999	65.9	169,185
CCS	COX MILL ELEM	2002	62.4	110,000
CCS	COX MILL HIGH	2009	63.2	232,459
CCS	EARLY COLLEGE HIGH	2009	0.5	2,304
CCS	EARLY COLLEGE OF TECHNOLOGY	2016	1	17,824
CCS	GLENN CENTER	1923	17	99,000
CCS	HAROLD E WINKLER MIDDLE	2011	45	188,000
CCS	HARRIS ROAD MIDDLE	2002	69	163,000
CCS	HARRISBURG ELEM	2000	39.2	113,488
CCS	HICKORY RIDGE HIGH	2007	106	224,000
CCS	HICKORY RIDGE MIDDLE	2010	64.9	173,000
CCS	J N FRIES MIDDLE	1989	55	139,500
CCS	JAY M ROBINSON HIGH	2001	76	256,060
CCS	MARY FRANCES WALL CTR	1936	10	57,568
CCS	MT PLEASANT ELEM	1972	32	73,800
CCS	MT PLEASANT HIGH	1989	102	177,000
CCS	MT PLEASANT MIDDLE	2017	27	155,540
CCS	NORTHWEST CABARRUS HIGH	1966	87	180,896
CCS	NORTHWEST CABARRUS MIDDLE	1979	87	118,800
CCS	PATRIOTS ELEM	2010	24.4	111,750
CCS	PERFORMANCE LEARNING CTR	2018	15	14,000
CCS	PITTS SCHOOL ROAD ELEM	2005	22	110,000
CCS	R BROWN MCALLISTER ELEM	1956	34	36,100
CCS	ROCKY RIVER ELEM	1997	37	113,488
CCS	ROYAL OAKS ELEM	2018	20.4	109,403
CCS	W M IRVIN ELEM	1999	103	113,488
CCS	W R ODELL ELEM	2007	26	96,117
CCS	W R ODELL PRIMARY	2016	18	113,768
CCS	WEDDINGTON HILLS ELEM	1996	62	111,404
CCS	WINECOFF ELEM	1999	20	113,488
CCS	WOLF MEADOW ELEM	1974	51.3	73,800
	TOTAL		1841.7	4,925,948

\*\*WMIE/CM ON SAME PROPERTY

\*\*MIDDLE/HIGH ON SAME PROPERTY



	FACILITY	OLDEST SECTION	ACREAGE	SQUARE FOOTAGE
KCS	A L BROWN HIGH	1950	29	342,009
KCS	EXPEDITIONS	1948		21,882
KCS	FOREST PARK ELEM	1998	25	83,023
KCS	FRED L WILSON	1966	21	61,314
KCS	JACKSON PARK ELEM	1991	7	77,525
KCS	KANNAPOLIS INTERMEDIATE	1981	28	153,162
KCS	KANNAPOLIS MIDDLE	2005	25	125,111
KCS	KCS ADMIN	1968		12,248
KCS	MCKNIGHT HEAD START	1948	9	23,386
KCS	SHADY BROOK ELEM	2006	9	59,964
KCS	WOODROW WILSON ELEM	1966	6	64,683
KCS	ROWAN COUNTY PORTION		1753	119,078
	TOTAL		1912	1,143,385

\*\*EXPED/KI IN SAMPE PROPERTY

\*\*ADMIN/ALBH ON SAME PROPERTY

## SCHEDULE TWO - SCHOOL PARKS

	SITE	LIGHTED/ UNLIGHTED
CCS	BETHEL ELEM	3 L BB/SB, 1 L SOCC
CCS	COX MILL ELEM	3 L BB/SB, 3 L SOCC
CCS	HARRISBURG ELEM	4 L BB/SB, 1UL SOCC
CCS	MT PLEASANT MIDDLE	1 L FB, 2 L BB/SB
CCS	ROCKY RIVER ELEM	7 L BB/SB
CCS	WINECOFF ELEM	2 L BB/SB, 1 L SOCC
CCS	HARRIS ROAD MIDDLE	1 UL SOCC/FB
CCS	HICKORY RIDGE MIDDLE	1 UL BB/SB
CCS	WINKLER MIDDLE	1 UL BB/SB, 1 UL FB/SOCC
CCS	CONCORD HIGH	2 L BB /SB
CCS	WR ODELL	1 UL BB/SB
CCS	PITTS SCHOOL ROAD	2L BB/SB

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

Human Resources - Presentation of Salary Study Results and Recommendations

**BRIEF SUMMARY:**

The Employers Association has completed a salary review for the general government group which is comprised of 15 diverse departments and 82 position descriptions. They will present the results along with recommendations for FY20 budget.

**REQUESTED ACTION:**

Motion to approve study recommendations and include in FY20 budget.

**EXPECTED LENGTH OF PRESENTATION:**

**SUBMITTED BY:**

Lundee Covington, Human Resources Director  
Ashley Allen, HR Generalist

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

▣ PowerPoint Presentation

# Cabarrus County Government Compensation Study for Selected Positions – Market Pricing & Analysis May 6, 2019



Presented by Becky Drozd, TEA  
Jean Gilreath, *JS Gilreath Consulting, Inc.*

# Introductions | The Employers Association

- Business association
- Started in 1958
- Over 930 member companies – all sizes & wide variety of industries: manufacturing, construction, distribution, health care, retail, services, non-profits, government, etc.
- Part of the Employers Associations of America (EAA): one of more than 40 sister associations around the nation

# Presentation Agenda

## **2019 Compensation Study - Market Pricing & Analysis**

- **Methodology of Study**
- **Recommendations / Cost Implications**
- **Future Next Steps - Recommendations**

# Market Pricing Methodology (1 of 2)

- Study was conducted for **90** selected Job Titles representing **325** employees in **15** departments
- **5** recognized statistically sound Salary Survey sources were used:
  - **Cabarrus County Sponsored Salary Study** – Customized salary survey of selected positions produced by TEA showcasing results from 23 participating County, City and Town governments in NC
  - **The Employers Association** – NC Wage and Salary Survey provides local and regional data for more than 400 jobs; includes government & NfP positions
  - **Economic Research Institute (ERI)** – National salary source with local, regional, and national data breakouts for over 2,500 jobs
  - **Willis Towers Watson** – National salary source representing 700 organizations and 1 million employees
  - **CompAnalyst** – National salary source representing 700,000 participating organizations and 10 million employees including government & NfP



# Market Pricing Methodology (2 of 2)

- **100%** of the 90 selected positions were matched to survey sources; **94.4%** of jobs had **3** or more survey matches
- Salary data represents **Charlotte Metro Region** and Government, Not-for-Profit, All Industries
- Selected Positions for Project – demonstrated **Transferable Skills**
- **Median** (50<sup>th</sup> percentile) data points used
- **Market Average** – single market data point – gives equal weight to survey sources

# Cabarrus County Sponsored Survey Participants

- Buncombe County
- Cabarrus County
- Catawba County
- City of Charlotte
- City of Concord
- City of Salisbury
- County of Davie
- County of Moore
- Cumberland County
- Forsyth County
- Gaston County
- Guilford County
- Iredell County
- Lincoln County Government
- Mecklenburg County
- Nash County
- New Hanover County
- Orange County
- Randolph County
- Rowan County
- Union County
- Wake County
- Wilson County

# Recommendations (1 of 3)

## Fiscal Year 2020 – Effective July 1, 2019

- **Salary Structure**

- Adjust **Salary Structure** by 1.5%
- No additional cost | Built into COLA

# Recommendations (2 of 3)

- **Grade Assignments**

- Based on Market Average and Internal Equity, adjust grade assignment for 28 applicable jobs
  - Incumbents 'below minimum' of the NEW grade – bring salary up to minimum of grade for a one-time 'market adjustment' pay increase (12 employees)
    - Cost: \$85,358.62
  - Incumbents 'above minimum' of the NEW – provide one-time 'market adjustment' increase of 3.0% (22 employees)
    - Cost: \$53,526.72
- Total cost of **\$138,885.34**

# Recommendations (3 of 3)

- **All Employees**
  - After recommended Market Adjustments to effected employees
  - Provide merit increase up to 2.5% to all employees (as budgeted)
  - Provide COLA to all employees (as budgeted)

# Future - Recommendations (1 of 3)

## Fiscal Year 2021 (effective July 1, 2020)

- Continue practice to Benchmark Selected Job Titles / Departments every 3 years – rotating 1/3 each year
- Continue to use same Methodology (started for Fiscal Year 2019)
- Benchmark each year '**Hot Jobs**' and jobs with high turnover

# Future - Recommendations (2 of 3)

- **Eliminate COLA** – build % into Merit
- **Customize Salary Structure** – expand Midpoint to Midpoint (to eliminate current compression)
  - **Reduce number of Grades**
  - **Realign** Salary Structure for consistency between Midpoints and Minimum-Midpoint-Maximum

# Future - Recommendations (3 of 3)

- In lieu of a merit increase, provide **Lump Sum 'Sustained Performance Award'** for employees at or above the Maximum of Salary Structure Range



# Questions?

## CONTACT US:

3020 W. Arrowood Road

Charlotte, NC 28273

P | (704) 522-8011

E | [jean@jsgilreathconsulting.com](mailto:jean@jsgilreathconsulting.com)

E | [bdrozd@employersassoc.com](mailto:bdrozd@employersassoc.com)

[www.employersassoc.com](http://www.employersassoc.com)



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# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

BOC - Appointments to Boards and Committees

### **BRIEF SUMMARY:**

The following appointments to Boards and Committees are recommended for May.

#### Adult Care Home Community Advisory Committee

Former Adult Care Home Community Advisory Committee member Ann Holland is again able and eligible to serve on this committee. It is requested to appoint Ms. Holland to an initial one-year term.

Representative recommendation is Ann Holland.

#### Juvenile Crime Prevention Council

Juvenile Crime Prevention Council "At-large" member Angela Ward has retired and resigned from her position on the Council. It is requested to remove her name from the roster.

At the Juvenile Crime Prevention Council's March meeting, the Council voted to recommend Eshan Shah to fill the vacant "Student under 18" position for the Kannapolis City Schools position.

Representative recommendation is Eshan Shah.

#### Cabarrus County Planning and Zoning Commission

The Planning and Zoning Commission currently has two open alternate positions. Staff respectfully requests that the Board of Commissioners consider the following appointments to fill the vacancies:

Request to appoint David Hudspeth to an alternate position ending August 31, 2021. Mr. Hudspeth currently lives in the Harrisburg Planning Area.

Request to appoint Ms. Ingrid Nurse to an alternate position ending August 31, 2020. Ms. Nurse currently lives in the Concord Planning Area.

Representative recommendations are David Hudspeth and Ingrid Nurse.

Appointments - Home and Community Care Block Grant Advisory Committee

There is currently one vacancy on the Home and Community Care Advisory Committee. The committee has reviewed the applications of those individuals that were interested in serving on the committee. Based on the vote of the committee members, the committee recommends Andrea Black to fill the vacant position. Ms. Black appears to be well qualified and will be an asset to the committee.

Representative recommendation is Andrea Black.

**REQUESTED ACTION:**

Provide information.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

BOC - Resolution Amending the Board of Commissioners' 2019 Meeting Schedule

**BRIEF SUMMARY:**

The July regular meeting needs to be moved to July 22nd due to the NACo Annual Conference scheduled for July 12 - 15, 2019.

**REQUESTED ACTION:**

Motion to adopt the resolution.

**EXPECTED LENGTH OF PRESENTATION:**

**SUBMITTED BY:**

Lauren Linker, Clerk to the Board

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

This item was approved by the Board for inclusion on the Agenda as a Consent item.

---

**ATTACHMENTS:**

- Resolution



**Resolution Amending the  
Cabarrus County Board of Commissioners'  
2019 Meeting Schedule**

**WHEREAS**, on December 17, 2018, the Cabarrus County Board of Commissioners adopted a meeting schedule for calendar year 2019, which sets forth the dates, times and locations of various official county meetings;

**WHEREAS**, the NACo Annual Conference is being held July 12 – 15, 2019 and the Board desires to move the July regular meeting to July 22<sup>nd</sup>;

**NOW, THEREFORE BE IT RESOLVED** that the Cabarrus County Board of Commissioners hereby amends its 2019 Meeting Schedule as follows:

1. The Board of Commissioners will hold the July regular meeting at 6:30 p.m. on July 22, 2019 in the Board of Commissioners' Meeting Room at the Governmental Center in Concord, North Carolina.

**ADOPTED** this 20<sup>th</sup> day of May, 2019.

\_\_\_\_\_  
Stephen M. Morris, Chairman  
Cabarrus County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Lauren Linker, Clerk to the Board

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

---

### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

County Manager - Literacy Coordinator Room/Office Renovation

### **BRIEF SUMMARY:**

The Library is requesting to take savings from the Midland Library equipment and furniture to put towards the Literacy Coordinator office and renovation at the Concord Library. The office renovation will require the construction of a wall to divide an existing room into an office and a counseling/tutoring room. There will be a window in the new wall for observations to take place. The Infrastructure and Asset Management Department will also convert a closet into a corridor to access the office when the counseling/tutoring room is in use.

### **REQUESTED ACTION:**

Motion to suspend the Rules of Procedure.

Motion to approve the attached budget amendment and project ordinance.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

### **SUBMITTED BY:**

Kyle Bilafer, Area Manager of Operations  
Kristin Jones, Budget and Performance Manager

### **BUDGET AMENDMENT REQUIRED:**

Yes

## COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

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### ATTACHMENTS:

- ▣ Budget Amendment
- ▣ Project Ordinance

## Budget Revision/Amendment Request

Date: 5/6/2019

Amount: 15,786.00

Dept. Head: Susan Farrington (prepared by Sarah Chesley)

Department: Finance, 343 Construction & Renovation Fund

Internal Transfer Within Department     
  Transfer Between Departments/Funds     
  Supplemental Request

Purpose: To move funds in the amount of \$15,786.00 from the AVAIL account into the Library Project (Concord Library - Literacy Coordinator Room/Office Renovations) in the Construction and Renovation Fund and moving the balance of \$34,214.23 in the Equipment and Furniture account into the Other Improvements account. The office renovation will require the construction of a wall to divide an existing room into an office and a counseling/tutoring room. There will be a window in the new wall for observations to take place. The Infrastructure and Asset Management Department will also convert a closet into a corridor to access the office when the counseling/tutoring room is in use.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
343	6	0000-6921	Cont'b from Capital Reserve Fund	23,166.28		15,786.00	7,380.28
343	9	0000-9830	Other Improvements - AVAIL	136,635.61		15,786.00	120,849.61
							0.00
343	6	8240-6921	Cont'b from Capital Reserve Fund	75,000.00	15,786.00		90,786.00
343	9	8240-9860	Equipment & Furniture - Midland Library	75,000.00		34,214.00	40,786.00
343	9	8240-9830	Other Improvements - Concord Library	-	15,786.00		15,786.00
343	9	8240-9830	Other Improvements - Concord Library	15,786.00	34,214.00		50,000.00
							0.00

**Total**      129,255.33

**Budget Officer**

Approved  
 Denied

**County Manager**

Approved  
 Denied

**Board of Commissioners**

Approved  
 Denied

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*



# CABARRUS COUNTY CONSTRUCTION AND RENOVATION PROJECT BUDGET ORDINANCE

**BE IT ORDAINED** by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is the various County construction and renovation related projects. Details of the projects are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Park & Recreation Trust Fund (PARTF) Grant	\$ 350,000
Rental – Tower Lease	847,694
Sale of Fixed Assets	1,012,442
Contributions and Donations	117,036
General Fund Contribution	5,280,218
Lease Proceeds (Robert Wallace Park)	4,596,394
Capital Projects Fund Contribution	2,141,264
Capital Reserve Fund Contribution	19,818,545

**TOTAL REVENUES** **\$34,163,593**

- D. The following appropriations are made as listed.

Government Center Chiller Replacement	\$211,000
Governmental Center ADA Bathrooms	151,469
County Building Camera Systems	24,099
ITS Fiber Technology Improvements	120,000
County Website Design	283,750
Furniture Replacements	184,501
County Operation Center	3,103,787
Elevator Modernization Government Center	176,000
Multiple building Fall Protection Measures	300,000
Jail Camera Upgrade	172,607
LEC Law Enforcement Technology	791,324
Training & Firing Range Renovation	50,000
Sheriff's Admin Roof Repair	113,659
Courthouse Expansion	12,519,000
Clerk of Court Improvements	68,786
Public Safety Training Center	90,000
EMS Headquarters – Consultants	50,000
EMS Co-location – Concord Fire #11	482,761
EMS Heart Monitors	566,111
Emergency Communications Equip & Ethernet Backhaul	2,721,086

JM Robinson High School Wetlands Mitigation	100,000
Landfill Retaining Wall	230,301
Veterans Services Improvements	92,674
Cooperative Ext. ADA Bathrooms	118,812
RCCC Land for future expansion	1,244,001
NE Area Park – Other Improvements	589,024
Robert Wallace Park	8,147,965
Frank Liske Park – Barn Restrooms	126,405
Carolina Thread Trail	109,329
Frank Liske park Playground Replacement	100,000
Frank Liske Park – Lower Lot Restrooms	678,506
Library - Midland Furniture	40,786
Library – Concord Office Reno	50,000
Arena – Lighting Control System Replacement	235,000
Unassigned	120,850

**TOTAL EXPENDITURES** **\$34,163,593**

**GRAND TOTAL – REVENUES** **\$34,163,593**

**GRAND TOTAL – EXPENDITURES** **\$34,163,593**

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
  1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
  2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
  3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
  4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
  5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
  6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.

7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 6<sup>th</sup> day of May, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: \_\_\_\_\_  
Stephen M. Morris, Chairman

ATTEST:

\_\_\_\_\_  
Clerk to the Board

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

---

**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

County Manager - Purchase of Right-of-Way and Easements for Hickory Ridge Elementary School

**BRIEF SUMMARY:**

A memorandum and map are attached to explain the status of the proposed purchases.

**REQUESTED ACTION:**

Motion to approve the purchase of the identified property easements and right-of-way, including the required budget amendment; and to authorize the County Manager to execute all required documents, subject to review and approval by the County Attorney; including the required budget amendment and project ordinance.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Jonathan B. Marshall, Deputy County Manager

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

---

**ATTACHMENTS:**

- ▣ Memorandum
- ▣ Maps

# Memo

**To:** Board of Commissioners  
**From:** Jonathan B. Marshall, Deputy County Manager  
**CC:** Michael K. Downs, County Manager  
**Date:** 4/29/2019  
**Re:** Hickory Ridge Elementary School Easements and Right-of-Way

---

New Branch Real Estate has continued to negotiate on the County and Schools behalf to acquire right-of-way and easements for road and water line improvements at Hickory Ridge Elementary School. The attached map shows the easement areas and the following is the status of each.

Exhibit A: Verbal agreement to sell as an easement. Does include conditions about condition of the property after the water line extension is complete and those conditions are acceptable to the Schools.

Exhibit B & D: These two are one property owner and there are concerns about title to the property. We have verbal agreement on the purchase price and have asked Rich Koch to provide options that would permit construction while the title issues are addressed.

Exhibit C: Verbal agreement from the property representative.

Exhibit E: Verbal Agreement that includes conditions about relocating the mailbox and masonry driveway monuments. Those conditions are acceptable to the Schools.

Exhibit F: Offer communicated and consistent with all other offers.

Exhibit G: Verbal agreement from the property owner.

Exhibit H: Agreement with property owner.

The total cost of all of these easements and right-of-way, excluding B & D, is \$53,497.06. There was approximately \$50,000 left in the property acquisition line item and Susan Fearington has suggested using sales tax refund from this project for the additional amount needed. Once the final decisions on the areas in Exhibit B & D are made, we will present that price to the Board with a suggested budget amendment.

The request is to approve the purchase of all easements and rights-of-way with the exception of Exhibit B & D including the necessary budget amendment.

EXHIBIT A

±18,012 SF  
PERMANENT ROAD RIGHT-OF-WAY

EXISTING OVERHEAD UTILITIES

WILLIAM W. CARRIKER, II and ABIGAIL H. CARRIKER DB 6005 PG 20 5516-54-1089

WILLIAM W. CARRIKER II and wife ABIGAIL A. CARRIKER DB 6005 PG 20 5516-54-5633

ELIZABETH C. CARRIKER DB 6005 PG 20 5516-43-1936

ELIZABETH CAROLINE CARRIKER DB 6271 PG 20 5516-34-0683

±1,282 SF TEMPORARY CONSTRUCTION EASEMENT FOR GRADING ONLY  
EXISTING OVERHEAD UTILITIES

±407 SF TEMPORARY CONSTRUCTION EASEMENT

EXHIBIT D

±11,875 SF TEMPORARY CONSTRUCTION EASEMENT  
PERMANENT ROAD RIGHT-OF-WAY  
±8,959 SF

EXHIBIT C

±672 SF PERMANENT UTILITY EASEMENT

±33,121 SF  
PERMANENT ROAD RIGHT-OF-WAY

MONA MILLER #1 of FIRST TRACT DB 1134 PG 246 5516-53-3294

MONA MILLER #2 of FIRST TRACT DB 1134 PG 246 5516-53-3294

EXHIBIT B

PERMANENT ROAD RIGHT-OF-WAY  
±23,545 SF  
±511 SF TEMPORARY CONSTRUCTION EASEMENT  
±960 SF TEMPORARY CONSTRUCTION EASEMENT  
±833 SF PERMANENT UTILITY EASEMENT

NORMAN C. MCCACHREN and wife PAULA K. MCCACHREN TRACT ONE, MB 60 PG 108 DB 1046 PG 200 5516-52-4828

EXHIBIT E

PERMANENT ROAD RIGHT-OF-WAY  
±17,670 SF  
±225 SF TEMPORARY CONSTRUCTION EASEMENT

NORMAN C. MCCACHREN and wife PAULA K. MCCACHREN and BETYAL C. MCCACHREN TRACT TWO, MB 60 PG 108 DB 1046 PG 200 5516-52-4832

CLAUDE RAY HOWE and wife BETTY S. HOWE DB 605 PG 27 5516-42-0167

EXHIBIT F

AMY MCCACHREN HILL and husband DEAN FREDERICK HILL TRACT THREE, MB 60 PG 108 DB 6778 PG 130 5516-52-8652

PERMANENT ROAD RIGHT-OF-WAY  
±13,101 SF

CLAUDE RAY HOWE and wife BETTY S. HOWE DB 605 PG 27 5516-42-0167

EXHIBIT G

PERMANENT ROAD RIGHT-OF-WAY  
±12,320 SF

HERMAN M. MCCACHREN C/O FLORE C. HARTSELL # 416 MARY M. HARTSELL DB 674 PG 60 5516-52-8169

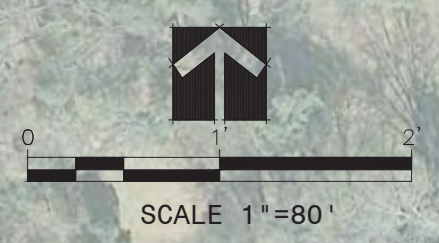
JOHN THOMAS HOWE DB 3343 PG 178 5516-51-2789

EXHIBIT H

BARBARA H. MITCHEM DB 1856 PG 241 5516-51-8094

SEE DRAWING SHEETS 102-114

LOCATION OF CURB & NOTE #6



THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.

# EXHIBIT C

HICKORY RIDGE ROAD  
SR 1138  
PUBLIC MAINTENANCE  
RIGHT OF WAY

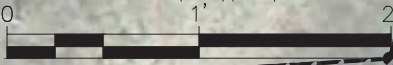
ELIZABETH CAROLINE CARRIKER  
DB. 2271 PG. 306  
5516-53-0583

EXISTING OVERHEAD  
UTILITIES

±1,282 SF TEMPORARY  
CONSTRUCTION EASEMENT  
FOR GRADING ONLY

REFERENCE EXHIBIT D

MONA MILLER et al  
TRACT, DB. 1329 PG. 346  
5516-53-3294



SCALE 1"=40'

GRAVEL

HICKORY RIDGE ROAD

REFERENCE EXHIBIT B

THIS MAP IS NOT A CERTIFIED SURVEY AND  
HAS NOT BEEN REVIEWED BY A LOCAL  
GOVERNMENT AGENCY FOR COMPLIANCE  
WITH ANY APPLICABLE LAND DEVELOPMENT  
REGULATIONS.



# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

County Manager - Support Letter for Multi-Use Paths with NC 73 Widening

**BRIEF SUMMARY:**

Concord and Kannapolis have sent letters of support to the NCDOT requesting multi-use paths to be included in the NC 73 widening project. The NCDOT Division Engineer, Scott Cole, has requested a similar letter of support from Cabarrus County. Commissioner Poole is familiar with the Cabarrus Rowan Metropolitan Planning Organization (CRMPO) discussions on this subject and can provide input from that perspective.

**REQUESTED ACTION:**

Motion to approve a letter of support for NC 73 multi-use paths to be signed by Chairman Morris.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Jonathan B. Marshall, Deputy County Manager  
Susie Morris, Planning and Zoning Manager  
Elizabeth Poole, Commissioner and CRMPO Chair

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Draft letter of support
- ▣ Kannapolis letter
- ▣ Concord City Council minutes



**Cabarrus County Government – Cabarrus County Board of Commissioners**

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March 24, 2019

Mr. J. Scott Cole, PE  
NCDOT Division 10 Engineer  
716 West Main Street  
Albemarle, NC 28001

RE: NC 73 Preferred Cross Section

Dear Mr. Cole:

Over the last year, there have been multiple conversations regarding the proposed cross section for NCDOT Project R-5706 (NC 73 Widening), from US 29 to Poplar Tent Road, to accommodate a Multi-Use Path (MUP).

The current cross section for the project includes 4'-5' bike lanes and 5' sidewalks on both sides of the facility. The full widening project design shows a Multi-Use Path (MUP) in Mecklenburg County, ending at Poplar Tent Road. It is the desire of Concord, Kannapolis and Cabarrus County to see the MUP continued on the Cabarrus County side of the project.

It has been communicated to Staff, both in person and by email, that NCDOT is willing to transfer the cost of constructing bike lanes in the roadway to a MUP. Cabarrus County will not be participating in funding the MUP but agrees with Concord and Kannapolis that a MUP is the preferred alternative transportation mode for the majority of the widening project.

Based on the information provided by NCDOT, the City of Concord and the City of Kannapolis, Cabarrus County supports a cross section that includes a 10' MUP on both sides of the NC 73 facility from Poplar Tent Road to Central Drive. From Central Drive to US 29, which is anticipated to remain at 35 MPH, Cabarrus County supports 4'-5' bike lanes and 5' sidewalks on both sides of the facility.

Cabarrus County would like to thank you and your staff for collaborating with Cabarrus County, the City of Concord and the City of Kannapolis to accommodate a modified street design that creates alternate transportation and additional recreational opportunities for residents of, and visitors to, Cabarrus County.

Should you need any additional information, feel free to contact me.

Sincerely,

Stephen M. Morris, Chair  
Cabarrus County Board of Commissioners



March 25, 2019

Stuart Basham  
NCDOT Division 10 Planning Engineer  
12033 East Independence Boulevard – Suite F  
Matthews, NC 28105

**Subject: STIP Project No. R-5706 NC 73 Widening**

Dear Mr. Basham,

Listed below are the City of Kannapolis' comments regarding the R-5706 Project:

1. The City supports the installation of a multi-use path along the HWY 73 Widening Project R-5706 from the Mecklenburg County Line to I-85 and requests NCDOT exercise flexibility in median and planting strip widths in order to minimize property impacts along the corridor.
2. There is currently ongoing development planned for the southeast and southwest corner at the intersection of HWY 73 and Kannapolis Parkway. We request that NCDOT consider design alternatives that would not significantly impact these parcels rendering them undevelopable.
3. The City requests to have input on creating a decorative pattern applied to the retaining walls used for the bridge approaches.
4. Kannapolis is proud to have the Amazon Distribution Center as part of our business community. The City is concerned that Amazon's distribution efforts will be impacted and requests that their signalized access to HWY 73 is not removed or impacted by the proposed improvements during or after construction.
5. The City of Kannapolis requests that the structures located over Afton Run and Rocky River be designed to accommodate a 10-ft wide, paved, multi-use trail under HWY 73 at these locations.
6. At the two aforementioned locations please accommodate in your design for access from the multi-use path on either side of HWY 73 to access the greenway at these locations.

7. The City of Kannapolis supports the Water & Sewer Authority's concerns relative to impact to Lake Howell listed below:

a. The general comments relate to any of the alternatives that may be selected. They are as follows with no order of importance:

- The reservoir is one of the larger sources of water for all the communities in Cabarrus County. We are sure that all care will be taken to protect the water source during construction but would like to review and discuss plans for that protection.
- Some alternatives could result in a net loss of storage capacity for the reservoir. WSACC requests a study of alternatives to balance that loss such as excavation and/or dredging.
- There are currently at least 3 access points to the dam and surrounding area. WSACC will need to retain that access for maintenance and monitoring. A more detailed map can be provided.
- There is fencing located near the main dam access. It is difficult to determine if that will be affected. In addition, the road section below the dam is planned as controlled access. If that includes the addition of more fencing, WSACC would like to discuss gate access points, the type of fencing and have the opportunity to pay the difference in cost for more secure fencing to match what is currently in place.
- Parts of each of the alternatives fall within the reservoir watershed. WSACC requests that safety impoundments and drainage improvements be constructed to capture pollutants that may result from regular use and accidental spills along the roadway.
- Where remainder parcels must be purchased during right-of-way acquisition and those remainders are adjacent to property owned by WSACC and/or the County, both entities would like to discuss the ultimate disposition of those properties with representatives of NCDOT. It may be useful to have that discussion as part of the acquisition process of right-of-way from WSACC and County owned property.
- WSACC, Cabarrus County, Concord and Kannapolis would like the opportunity to review detailed construction plans for the reservoir section after an alternative is chosen and those plans prepared.

b) The group reviewed all four alternatives. Each one has some effect on the reservoir. Alternatives 3 and 4, however, also have the largest impact on the communities and school near the reservoir. The group felt that with the proper planning and protections that Alternatives 1 and 2 are the most appropriate and that alternatives 3 and 4 should be rejected. The specific comments and questions that follow relate to alternatives 1 and 2 only.

Alternative 1:

- How would containment areas for storm water and accidental spills be constructed?
- How would storm water from the bridge structure be handled?

- The planned turnaround bulb just to the west of the reservoir is located at or near a private drive constructed, improved and partially maintained by WSACC. That private drive provides access for the Cabarrus County Deputy who patrols the reservoir, access to the WSACC boat dock for the reservoir and access to two private homes.
- As stated in the general comments, WSACC must retain access to the dam and the area below the dam for maintenance and monitoring.
- Will the pipes under NC 73 need to be extended under this bridge span alternative? If so, will that include a need for a coffer dam or lowering of the reservoir water level?
- Will there be any fill added around the existing causeway and will that result in the loss of reservoir storage capacity?
- Concord has raw water intake pipes in this area and will be constructing additional infrastructure for that purpose.
- There is concern about increased illegal activity and mischief from a bridge structure. WSACC would like to be involved in construction planning to mitigate that activity.

Alternative 2:

- How would containment areas for storm water and accidental spills be constructed?
- The planned turnaround bulb just to the west of the reservoir is located at or near a private drive constructed, improved and partially maintained by WSACC. That private drive provides access for the Cabarrus County Deputy who patrols the reservoir, access to the WSACC boat dock for the reservoir and access to two private homes.
- This alternative will require the pipes under NC 73 to be extended. How will that construction take place and will the water level be affected.
- This alternative will result in the loss of storage capacity for the reservoir. WSACC would like to discuss ways in which that loss can be balanced.
- WSACC maintains much of the area around the current causeway. This construction will result in additional areas to be maintained and WSACC would like to be involved in the planning and design for those areas to address maintenance needs and concerns.

If you have any questions related to these comments or need any further information, please contact me at (704) 920-4200.

Sincerely,



Wilmer Melton, III  
Director of Public Works

authorized to execute any and all instruments necessary to complete this conveyance; and

3. The City will convey the Property subject to any and all existing public utility easements, restrictions, rights-of-way, protective covenants, zoning laws, conditions, and any ordinance of record; and
4. The City's deed will contain covenants or conditions to assure the property will be used for a public purpose by Habitat for Humanity of Cabarrus County, Inc., a North Carolina non-profit corporation

Adopted the 8<sup>th</sup> day of November, 2018.

CITY COUNCIL  
CITY OF CONCORD  
NORTH CAROLINA

/s/ William C. Dusch, Mayor

ATTEST: /s/ Kim J. Deason, City Clerk

**3. Consider staff's recommendation for setting a desired cross section for NCDOT Project R-5706, NC Hwy 73 (Davidson Hwy), from US 29 to Poplar Tent Rd.**

At the April 2018 City Council meeting, Council made a motion that NCDOT Project R-5706, NC 73 (Davidson Hwy), from US 29 to Poplar Tent Rd include a cross section with 4'-5' Bike Lanes and 5' Sidewalks on both sides of the facility. Since that time, staff has met with NCDOT's project team and City of Kannapolis staff and were presented with the full widening project of NC 73. The project shows a Multi-use Path in Mecklenburg County ending at Poplar Tent. NCDOT staff also informed Concord and Kannapolis staff of how they fund Multi-use paths. NCDOT is willing to transfer the cost of constructing bike lanes in the roadway and apply this cost to a Multi-use path, which still includes the City participating in a portion of the cost based on population. Based on the information of the adjoining section in Mecklenburg County, the NCDOT funding mechanism, discussions with City of Kannapolis staff, and providing for a more bicycle accommodating East-West route in NC 73, staff recommended that NC 73 (Davidson Hwy), from Poplar Tent Rd to Central Dr, reflect a cross section to include a 10' Multi-Use Path on both sides of the facility. Staff recommended keeping the proposal of 4'-5' Bike Lanes and 5' Sidewalks in both sides of the facility for NC Hwy 73, from Central Dr to US 29, which is anticipated to remain a 35 MPH speed limit section.

A motion was made by Council Member Crawford, seconded by Council Member King, and duly carried, to approve staff's recommendations to revise the cross section for NCDOT Project R-5706, NC Hwy 73 (Davidson Hwy), from US 29 to Poplar Tent Rd—the vote: all aye.

**4. Consider authorizing the City Manager to negotiate and execute a contract with Carolina Siteworks, Inc. for the replacement of the culvert on Havencrest Ct. NW.**

The Havencrest Ct. Culvert Replacement project consists of the removal of one existing set of culverts, the construction of one double-barrel culvert, and associated services that will include relocation of storm sewer mains, water mains, and other utilities, and roadway pavement reconstruction. It also includes the installation 614 feet of 15-inch sanitary sewer outfall. The project was bid under the formal bidding process, bids were taken on October 24, 2018. Five (5) bids were received and the lowest responsible bidder was Carolina Siteworks, Inc. in the amount of \$1,107,414.

A motion was made by Mayor Pro-Tem Parsley, seconded by Council Member Sweat, and duly carried, to authorize the City Manager to negotiate and

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

DHS - Review of Bids to Provide Bulk Catering Services to the LunchPlus Club Program

### **BRIEF SUMMARY:**

The Department of Human Services (DHS) issued an RFP for bulk catering for the LunchPlus Club (congregate nutrition) program. Based on review of the bid tabulation sheet, an appropriate vendor is recommended for approval.

### **REQUESTED ACTION:**

Motion to approve the bid award for bulk catering services provided to the LunchPlus Club Program and to authorize the County Manager to execute the contract between the county and the approved vendor, subject to review or revision by the County Attorney.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

### **SUBMITTED BY:**

Anthony Hodges, Program Administrator, Adult and Aging Services

### **BUDGET AMENDMENT REQUIRED:**

No

### **COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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### **ATTACHMENTS:**



▣ Bid

May 1, 2019

ORIGINAL

SENIOR MEALS PROGRAM

Cabarrus County Department of Human  
Services  
LunchPlus Club

PARTNERSHIP PROPOSAL



May 1, 2019

Cindy Hall  
Nutrition Coordinator – Adult & Aging  
Cabarrus County  
1303 S. Cannon Blvd.  
Kannapolis, NC 28083

Dear Cindy Hall:

Thank you for allowing us the opportunity to propose Bateman Community Living as a senior nutrition food services provider for the Cabarrus County seniors you serve. Our proposal outlines the capabilities we bring to the table along with our commitment to providing an honest and realistic structure based on our service standards and experience. Bateman is uniquely positioned to deliver your vision of Nutrition Services for this next contract term. If you choose to work with us, we will seek to cultivate a strong partnership through creative and innovative services so that Cabarrus County, North Carolina can reap the benefits of a flexible, cost effective and continually improving senior-based partnership.

Our system includes these core components:

- ▶ A "can do" approach to services, driving satisfaction
- ▶ Professional experienced leadership for all services at all locations
- ▶ Corporate and regional support for services
- ▶ Sustained innovation and best practices in the overall quality and consistency of service and meals
- ▶ Bateman's financial and operational tools
- ▶ Dietitians with the experience, knowledge, and ability to keep up with North Carolina's guidelines
- ▶ Over 50 years of working with Title III agencies under the Older Americans Act, bringing a deep understanding of details
- ▶ Uninterrupted services

Thank you for your time, and the opportunity to submit this proposal. We look forward to continuing our mutually beneficial partnership with you and your team.

Best regards,



**Magi Brettler**  
Regional Vice President | Bateman Community Living  
magi.brettler@batemanliving.com



## MISSION AND VALUES

Our extraordinary team of professionals deliver innovative culinary experiences uniquely tailored for each customer and local community that we serve.

E EMPLOYEE RECOGNITION

L LOYALTY

I INNOVATION

O OPERATIONAL EXCELLENCE

R RESPONSIBILITY



# EXECUTIVE SUMMARY

Thank you for giving us the opportunity to put together a proposal so that we may support the growth and future of Cabarrus County, North Carolina. We have developed a customized plan that details the provision of freshly made meals that offer variety, quality ingredients and cooking methods to support your seniors. Our approach will result in a transparent and trust-based partnership that will complement Cabarrus County, North Carolina's vision and future goals.

Elior North America, through our regionally based brands of Bateman, Valley, and Lindley, is the largest provider of senior meals in the United States. We customize our systems to each senior meal program to meet the specific nutrition and operational requests in order to provide meals that senior adults are attracted to for taste, appearance, nutrition and variety. Our plan for Cabarrus County, North Carolina is to rely upon our 50+ years of experience and knowledge to bring you the right program for your organization. Our focus is based upon three key ingredients of success: Culinary Innovation, Exemplary Service, and Local Teams Supported by Global Resources. We will operate your program through Bateman Community Living, Inc.

At Elior North America, we are powered by our three keys to success:

## CULINARY INNOVATION

- Culinary creativity
- Prepared fresh
- Commitment to quality and consistency

## EXEMPLARY SERVICE

- Focused customer approach
- Flexibility and creativity at the business level
- A commitment to delivering what we promise
- Strong local partnerships

## LOCAL SUPPORTED BY GLOBAL

- Local market expertise
- Involvement in the community
- Global collaboration fueling innovation



## CULINARY INNOVATION

Bateman will create an exciting culinary journey for the enjoyment and necessary nourishment of your seniors. We are committed to using fresh ingredients, local purchasing and sourcing, improving sustainability initiatives, and contributing a renewed focus on batch cooking. Our program is centered on creating meals that not only taste good and appeal to your seniors, but also meet all regulatory requirements to provide 1/3 DRI requirements. Our corporate chef, registered dietitian and local management team will continue to create custom menus that are nutritionally-balanced, yet rich in variety and flavor.



We have found that utilizing our quarterly menu meetings is still a great way to review and update our menus to best meet the needs and preferences of your seniors. Here at Bateman, we ensure that we provide customized menus for every client we serve every time. In addition, we will purchase all food and supplies while managing production in our kitchen. In partnership with your volunteers and staff, we will support their involvement in plating, packing, and delivering the meals to your seniors.

## EXEMPLARY SERVICE



Exemplary Service inspires our team members to go beyond simply making a meal and to make a connection. We respect and appreciate the opportunity to create meals that your seniors will love daily. Serving today’s seniors is a vital mission of both of our organizations. Our service is built on understanding and truly embracing this mission. Key areas that drive our exemplary service include the following:

<p><b>Variety in food offerings</b> Our culinary offerings will be designed to provide a high level of variety with our customized menus that appeal to seniors and are regionally aligned.</p>	<p><b>Nutritional Focus</b> All our meals meet the 1/3 DRI standards that are required to receive federal funding, as well as meet the nutritional needs of our seniors. Our dietitians will design and develop menus for your seniors.</p>	<p><b>Communications</b> Open communication is key to our partnership and continually seek feedback from our seniors on their likes and dislikes. We will communicate with you on performance, and continually Seek feedback from our seniors on their likes and dislikes.</p>
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# LOCAL TEAMS SUPPORTED BY GLOBAL RESOURCES

## ONSITE LEADERSHIP TEAM

For Cabarrus County, North Carolina, we are recommending an onsite Food Service Director to lead the production of all meals. Our director will be led by our District Manager, Bob Santana, who will report directly to our Vice President of Operations, Magi Brettler. Our director will coordinate all menu development in partnership with you and manage our team for meal production. Elior North America will support our partnership through an extensive network of trained foodservice professionals to include our District Manager, Director of Operations, Registered Dietitian, Vice President of Operations, Director of Client Retention and many more team members who provide training, food safety and sanitation, IT, purchasing and other support functions to our local team in your kitchen.

## MENU DEVELOPMENT & NUTRITION

Bateman's menu development process results in unique solution for your program. Because we believe food and great menus are the foundation of your program, we have created a custom solution for your program. Your menus were created especially for your program by our Registered Dietitian, and we have included our proposed menu for your review at the end of this section. Key components of the menu development process that we customized for your meal program:

### REGISTERED DIETITIAN

As our client, your continuous involvement in menu development is welcomed. Our Registered dietitians will meet with your team quarterly to ensure the menus meet your needs. Together we will consider your mission of the needs of your seniors as we work with you to create menus that nourish this sometimes-vulnerable population. As our partner, your involvement creates the best program to nourish seniors in your community.

Bateman will provide a complete menu and nutrient analysis that will be compliant with North Carolina nutrition standards. In addition, we will provide a certified registered dietitian menu substitution form that will be included with any substitutions to ensure compliance with nutrition standards.

### NUTRITION CRITERIA

Sound information is the foundation for planning menus to meet nutritional requirements. Bateman's accurate nutrition database ensures we provide you with truthful nutritional. Additionally, we will provide you with the supporting nutrition documentation for your records. Bateman dietitians are registered by the Academy of Nutrition and Dietetics and are required to maintain continuing education. Cabarrus's Dietitian will be licensed in the state or North Carolina and will plan menus to align with your specific federal and state regulatory nutrition requirements.

### NUTRITION EDUCATION MATERIALS

To increase the nutritional quality of the two daily meals that the seniors must plan for themselves, our dietitians provide nutritional education materials. The tips cover everything from reading food labels to understanding advertising claims to preserving nutrients in food preparations. Fitness tips describe simple exercise to help seniors maintain flexibility and strength. Our nutrition education materials will be provided monthly in an electronic format.



## TRAINING

Our training approach is comprehensive and ongoing. We provide rigorous onboarding for our team and any volunteers that work in the kitchen. Training will include food safety training and SERV Safe classes for our management team. We will also conduct ongoing, in-service training sessions with our staff. Training sessions will focus on a wide variety of topics, including customer service, quality assurance, sanitation and food preparation. Development programs are delivered in a variety of educational formats and tailored to teach our team members the best way to accommodate the needs of your seniors.

## OPERATIONAL PLAN

Elior North America will be providing the following for Cabarrus County, North Carolina:

- ▶ Preparation of fresh hot meals in our kitchen at 4808 Chesapeake Drive, Charlotte, NC
- ▶ Provide Registered Dietitian services to develop an agreeable 6 – month menu cycle
- ▶ Provide nutrition education materials electronically
- ▶ Preparation and delivery of regionally preferred meals to 6 Senior Centers in a new van
- ▶ Bateman will deliver meals in a van using thermal carriers with GPS tracking and optimal routing software
- ▶ Open lines of communication



**95%** of seniors participating in a congregate dining program say they would recommend Bateman to their friends.





# OUR COMMITMENT

Elior North America’s mission is to deliver experiences driven by Culinary Innovation, Exemplary Service, and Local Teams that are supported by Global Resources. To achieve this, it is critical to deliver the highest quality programs at the greatest possible value. Our extensive experience, in-depth expertise and wide-ranging resources allow us to maximize every dollar spent, offer cost savings while ensuring top performance, implement enhanced quality measures, and provide comprehensive solutions that meet your current and future needs. These factors allow us to achieve increased satisfaction among your seniors.

During developing the proposal for Cabarrus County, North Carolina, we have found we share a common philosophy. While performance and quality service are paramount, the cost of delivering programs must be central to the equation. The value and cost equation must be in balance to ensure satisfaction while being mindful of the resources to which we are entrusted. Our commitment to you is to provide a high-quality program for your seniors that will deliver the greatest benefit for every dollar spent.

The meal rate that we provide is guaranteed each year unless there are additional services that we are asked to provide and subject to CPI increases annually.

Elior North America, through our operating brand, Bateman Community Living, commits to delivering on specific key outcomes of a partnership. By using our key ingredients for success, we are well positioned in our partnership with Cabarrus County, North Carolina to exceed your goals and create a dining experience unlike any other. Our commitment to you is to provide you with a partnership that will allow for efficiency and growth. We will partner with you to ensure a sustainable and lasting impact in your community. We are committed to continuously engaging seniors through fresh meals prepared to their regional preferences, relevant nutrition education, and innovative delivery methods. Our teams stay at the forefront of serving seniors through education and experience in the market.





# PRICING

Bateman’s mission is to deliver experiences driven by Culinary Innovation, Exemplary Service, and Local Teams that are supported by Global Resources. To achieve this, it is critical to deliver the highest quality programs at the greatest possible value. Our extensive experience, in-depth expertise, and wide-ranging resources allow us to maximize every dollar spent, offering cost savings while ensuring top performance, enhanced quality measures, and comprehensive solutions that meet your current and future needs. This allows us to achieve increased satisfaction among your seniors.

During developing the proposal for Cabarrus County, we have found we share a common philosophy. While performance and quality service are paramount, the cost of delivering programs must be central to the equation. The value and cost equation must be in balance to ensure satisfaction while being mindful of the resources to which we are entrusted. Our commitment to you is to provide a high-quality program that will deliver the greatest benefit for every dollar spent.



## PROJECTED PROGRAM COST

Bateman developed the project cost models from a zero-based position based upon the statistical data you have provided. Key assumptions include the following:

- Our program consists of purchasing and preparing meals for Cabarrus. We will deliver in bulk to your congregate centers.
- We utilized 132 as the daily population
- We assumed 250 operating days per year for Adult Meals.
- Bateman will operate the kitchen, produce all meals. We will have a Foodservice Director, who will be supported by our corporate leadership team. Bateman will employ all the production and delivery staff.
- We will operate our program on a sliding scale for which will guarantee our price per meal based upon meal volumes as outlined below. Bateman will utilize our procurement program to purchase all food and supplies needed for the execution of the program.
- Our price per meal at your current volume is \$5.20 per meal.
- We assumed a 5-year contract term, including an annual CPI increase, and will include a mutual 30-day no-cause termination clause in our contract.

## CABARRUS LUNCHPLUS SLIDING SCALE

MEAL LEVEL	RATE
170+	\$4.70
160-169	\$4.80
150-159	\$4.90
140-149	\$5.05
130-139*	\$5.20*
120-129	\$5.44
110-119	\$5.71
100-109	\$6.04
90-99	\$6.44

\*Current Base Level

*The meal level is determined by adding up the number of meals served per month and dividing it by the number of serving days in that month. Any closure day, whether it is a holiday or unexpected closure day, does not count as a serving day unless shelf stable meals are sent out in place of the hot meals.*

A minimum of 15 meals is required per meal site to be delivered. The rates are based on one driver and van to deliver into the County to the current six sites. Should meal sites expand, we will work with Cabarrus staff to adjust delivery times to fit within one van/driver resource, which the rate is based upon.



## WHY ELIOR NORTH AMERICA?

Bateman is the largest provider of senior meals in the United States with over 50 years of experience in providing proven systems. We will implement the full resources of our refined systems to Cabarrus County with our partnership.

### RESOURCES

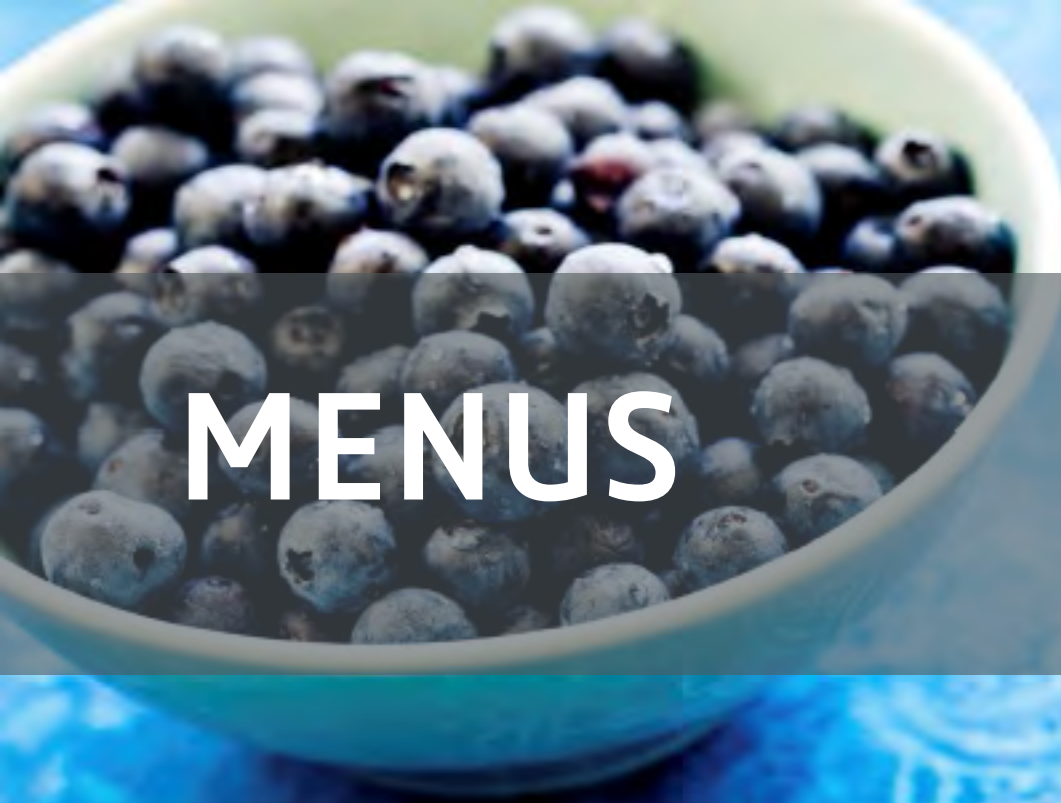
Bateman will support our partnership with Cabarrus County through an extensive network of trained foodservice professionals to include our west coast District Manager, Director of Operations, Registered Dietitian, Vice President of Operations, Executive Vice President of Key Accounts and many more team members who provide training, food safety and sanitation, IT, purchasing and other support functions to our local team in your kitchen.

### COST EFFICIENCY AND CONTROLS

Bateman provides a guaranteed budget in our partnership with Cabarrus County each year. The meal rate that we provide is guaranteed each year unless there are additional services that we are asked to provide. Bateman's Operational Approach focusing on menu development, meal production and logistics provides you with the best senior nutrition program for quality and cost efficiency. Our on-site teams supported by global resources will effectively execute our customized plan for your program.

### SYSTEMS

- ▶ HACCP food safety
- ▶ Procurement
- ▶ Sanitation
- ▶ Standard operating procedures
- ▶ Training



# MENUS

## DIETITIAN CREDENTIALS



BATEMAN Cabarrus, NC- Hot Bid Menu

WEEK 1 OF 4

BEGINNING: October 1, 2019

ENDING: March 31, 2020

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MONTH, DATE	10/28, 11/25, 12/23, 1/20,2/17, 3/16	10/1, 10/29, 11/26, 12/24, 1/21, 2/18, 3/17	10/2, 10/30 (SP), 11/27, 12/25, 1/22, 2/19, 3/18	10/3, 10/31, 11/28, 12/26, 1/23, 2/20, 3/19	10/4, 11/1, 11/29, 12/27, 1/24, 2/21, 3/20
ENTREE-3 OZ - 1 EACH (LADLES/TONGS/SCOOPS)	Pinto Beans (1 cup) WITH Chopped Onions	Sloppy Joe	Baked Chicken (Bone-in) WITH Poultry Gravy	Sliced Ham	Turkey & Cheese Sandwich
COMPLEX CHO-1/2 CUP	Macaroni & Cheese		Mashed Potatoes	Grits	Lays Baked Chips
BREAD-1 EACH (GLOVES/TONGS)	Cornbread	Hamburger Bun	Whole Wheat Bread	Biscuit	Croissant
2 SERVINGS FRUIT & VEGGIE - 1/2 CUP (SOLID/SLOTTED SPOODLE)	Fruit Juice 100% 6 oz	Whole Kernel Corn	Tossed Salad	O'Brien Potatoes	Cole Slaw
	Mustard Greens	Broccoli Salad	Green Beans	Orange-rangerine 100% Juice 6 oz	Lettuce & Tomato Salad
FAT OPTIONAL(GLOVES)	Vinegar		Fat Free Ranch Dressing		
	Margarine				
REG DESSERT 1/2 CUP OR 1 EACH (SPOODLE/GLOVES)		Apple Crisp	Fruit Cup	Peaches	Chocolate Pudding
CALCIUM - 8 OZ(GLOVES)	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint
COMMENTS:					
<b>NUTRITIONAL SUMMARY</b>					
CALORIES:(700+)	788 CAL	797 CAL	717 CAL	742 CAL	829 CAL
FAT %(30% PREFERENCE)	26% FAT	31% FAT	28% FAT	18% FAT	39% FAT
SODIUM:(<1000 MG PREF)	593 MG NA	671 MG NA	761 MG NA	976 MG NA	1086 MG NA
PROTEIN:(21 GM+)	35 GM PRO	32 GM PRO	41 GM PRO	29 GM PRO	43 GM PRO

COUNTY REGION \_\_\_\_\_ TO BE USED \_\_\_\_\_ 10/19-3/20 SIGNATURE PROGRAM DIRECTOR \_\_\_\_\_

CERTIFIED BY m. schman, RD, LDH DATE 4-15-19 RD 2651 REVIEWED BY \_\_\_\_\_  
DIETITIAN/NUTRITIONIST AAA ADMINISTRATOR

BATEMAN Cabarrus, NC- Hot Bid Menu

WEEK 2 OF 4

BEGINNING: October 1, 2019

ENDING: March 31, 2020

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MONTH, DATE	10/7, 11/4, 12/2, 12/30, 1/27, 2/24, 3/23	10/8, 11/5, 12/3, 12/31, 1/28, 2/25, 3/24	10/9, 11/6, 12/4, 1/1, 1/29, 2/26, 3/25	10/10, 11/7, 12/5, 1/2, 1/30, 2/27, 3/26	10/11, 11/8, 12/6, 1/3, 1/31, 2/28, 3/27
ENTREE-3 OZ - 1 EACH (LADLES/TONGS/SCOOPS)	Meatball Hoagie WITH Marinara Sauce	Chicken w/Paprika Cream Sauce	Chili with Beans	Chicken Fettuccine	Meatloaf WITH Brown Gravy
COMPLEX CHO-1/2 CUP	Whole Kernel Corn	Oven Brownd Potatoes	Fruit & Grain Bar	Pasta in Entrée	Mashed Potatoes
BREAD-1 EACH (GLOVES/TONGS)	Hoagie Bun	Whole Wheat Bread	Cornbread	Garlic Bread	White Dinner Roll
2 SERVINGS FRUIT & VEGGIE - 1/2 CUP (SOLID/SLOTTED SPOODLE)	Chopped Raw Onions	Broccoli	Spiced Peaches	Spinach Romaine Salad	Green Beans
	Tropical Mixed Fruit	Fresh Orange	Seasoned Collard Greens	Carrots	Pineapple Tidbits
FAT OPTIONAL(GLOVES)			Vinegar	Italian Dressing	Margarine
REG DESSERT 1/2 CUP OR 1 EACH (SPOODLE/GLOVES)	Orange-Tangerine 100% Juice 6 oz.	Gingerbread Cake		Brownie	
CALCIUM - 8 OZ(GLOVES)	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint
COMMENTS:					
<b>NUTRITIONAL SUMMARY</b>					
CALORIES:(700+)	744 CAL	787 CAL	755 CAL	785 CAL	778 CAL
FAT %(30% PREFERENCE)	21% FAT	22% FAT	25% FAT	29% FAT	35% FAT
SODIUM:(<1000 MG PREF)	707 MG NA	933 MG NA	895 MG NA	994 MG NA	961 MG NA
PROTEIN:(21 GM+)	33 GM PRO	45 GM PRO	35 GM PRO	46 GM PRO	37 GM PRO

COUNTY REGION \_\_\_\_\_ TO BE USED \_\_\_\_\_ 10/19-3/20 SIGNATURE PROGRAM DIRECTOR \_\_\_\_\_

CERTIFIED BY M. Ashman, RD, LDN DATE 4-15-19 RD 2651 REVIEWED BY \_\_\_\_\_  
 DIETITIAN/NUTRITIONIST AAA ADMINISTRATOR

# BATEMAN Cabarrus, NC- Hot Bid Menu

WEEK 3 OF 4

BEGINNING: October 1, 2019

ENDING: March 31, 2020

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MONTH, DATE	10/14, 11/11, 12/9, 1/6, 2/3, 3/2, 3/30	10/15, 11/12, 12/10, 1/7, 2/4, 3/3, 3/31	10/16, 11/13, 12/11, 1/8, 2/5, 3/4	10/17, 11/14, 12/12, 1/9, 2/6, 3/5	10/18, 11/15, 12/13, 1/10, 2/7, 3/6
ENTREE-3 OZ - 1 EACH (LADLES/TONGS/SCOOPS)	Country Beef Stew	Chile Lime Chicken	Spaghetti w/Meat Sauce(grd turkey)	Peach-Orange BBQ Chicken(Bone-in)	Hamburger WITH American Cheese
COMPLEX CHO-1/2 CUP	Steamed Rice	Spanish Rice		Baked Beans	Chuckwagon Corn
BREAD-1 EACH (GLOVES/TONGS)	Whole Wheat Bread	Whole Wheat Bread	White Dinner Roll	Texas Toast	Hamburger Bun
2 SERVINGS FRUIT & VEGGIE - 1/2 CUP (SOLID/SLOTTED SPOODLE)	Green Beans w/ Red Peppers	Winter Blend Vegetables	Romaine/Iceberg Salad (1 cup)	Cole Slaw	Carrot Raisin Salad
	Glazed Carrots	Grape Juice 6 oz.	California Blend Vegetables	Steamed Spinach	Lettuce/Tomato/Onion
FAT OPTIONAL(GLOVES)	Margarine	Margarine	Margarine		Mustard/Ketchup/Mayo
			Fat-Free Italian Dressing		
REG DESSERT 1/2 CUP OR 1 EACH (SPOODLE/GLOVES)	Mixed Fruit	Applesauce	Peach Crisp	Chocolate Chip Cookie	
CALCIUM - 8 OZ(GLOVES)	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint
COMMENTS:					
<b>NUTRITIONAL SUMMARY</b>					
CALORIES:(700+)	736 CAL	726 CAL	782 CAL	924 CAL	741 CAL
FAT %(30% PREFERENCE)	27% FAT	17% FAT	28% FAT	28% FAT	45% FAT
SODIUM:(<1000 MG PREF)	951 MG NA	1187 MG NA	1130 MG NA	1185 MG NA	727 MG NA
PROTEIN:(21 GM+)	42 GM PRO	33 GM PRO	37 GM PRO	43 GM PRO	41 GM PRO

COUNTY REGION \_\_\_\_\_ TO BE USED \_\_\_\_\_ 10/19-3/20 SIGNATURE PROGRAM DIRECTOR \_\_\_\_\_

CERTIFIED BY m. schman, R.D., L.D.N. DATE 4-15-19 RD 2651 REVIEWED BY \_\_\_\_\_  
 DIETITIAN/NUTRITIONIST AAA ADMINISTRATOR



BATEMAN Cabarrus, NC- Hot Bid Menu

WEEK 4 OF 4

BEGINNING: October 1, 2019

ENDING: March 31, 2020

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MONTH, DATE	10/21, 11/18, 12/16, 1/13, 2/10, 3/9	10/22, 11/19, 12/17, 1/14, 2/11, 3/10	10/23, 11/20, 12/18, 1/15, 2/12, 3/11	10/24, 11/21, 12/19 (SP), 1/16, 2/13, 3/12	10/25, 11/22 (SP), 12/20, 1/17, 2/14, 3/13
ENTREE-3 OZ - 1 EACH (LADLES/TONGS/SCOOPS)	Beef Stroganoff	White Beans & Sausage	BBQ Pulled Pork	Beef Tips WITH Mushroom Gravy	Oriental Shoyu Chicken
COMPLEX CHO-1/2 CUP	Pasta in entrée	Potato Salad	Baked Beans	Mashed Potatoes	Steamed Rice
BREAD-1 EACH (GLOVES/TONGS)	White Dinner Roll	Whole Wheat Bread	Hamburger Bun	Whole Wheat Roll	Rye Bread
2 SERVINGS FRUIT & VEGGIE - 1/2 CUP (SOLID/SLOTTED SPOODLE)	Green Peas	Steamed Spinach	Confetti Cole Slaw	Green Cabbage	Broccoli
	Capri Blend Vegetables	Apple Juice 6 oz.	Tossed Salad	Pickled Beets	Pineapple Tidbits
FAT OPTIONAL(GLOVES)	Margarine		Fat Free Ranch Dressing		Margarine
REG DESSERT 1/2 CUP OR 1 EACH (SPOODLE/GLOVES)	Fresh Orange		Spiced Peaches	Pumpkin Bar	Fortune Cookie
CALCIUM - 8 OZ(GLOVES)	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint
COMMENTS:					
<b>NUTRITIONAL SUMMARY</b>					
CALORIES:(700+)	723 CAL	763 CAL	848 CAL	767 CAL	733 CAL
FAT %(30% PREFERENCE)	32% FAT	30% FAT	25% FAT	22% FAT	22% FAT
SODIUM:(<1000 MG PREF)	884 MG NA	953 MG NA	914 MG NA	1263 MG NA	625 MG NA
PROTEIN:(21 GM+)	42 GM PRO	37 GM PRO	48 GM PRO	41 GM PRO	46 GM PRO

COUNTY REGION \_\_\_\_\_ TO BE USED \_\_\_\_\_ 10/19-3/20 SIGNATURE PROGRAM DIRECTOR \_\_\_\_\_

CERTIFIED BY M. Ashman, RD, LDN DATE 4-15-19 RD 2651 REVIEWED BY \_\_\_\_\_  
 DIETITIAN/NUTRITIONIST AAA ADMINISTRATOR

BATEMAN Cabarrus, NC- Hot Bid Menu

SPECIALS

BEGINNING: October 1, 2019

ENDING: March 31, 2020

DAY	October Special	Thanksgiving Special	Christmas Special	0	0
MONTH, DATE	10/30	11/22	12/19		
ENTREE-3 OZ - 1 EACH (LADLES/TONGS/SCOOPS)	Baked Chicken (Bone-in) WITH Poultry Gravy	Sliced Roasted Turkey WITH Poultry Gravy	Roast Beef WITH Brown Gravy		
COMPLEX CHO-1/2 CUP	Rosemary Potatoes	Candied Sweet Potatoes	Mashed Potatoes		
BREAD-1 EACH (GLOVES/TONGS)	Bread Dressing	Cornbread Dressing	White Dinner Roll		
2 SERVINGS FRUIT & VEGGIE - 1/2 CUP (SOLID/SLOTTED SPOODLE)	Spinach / Romaine Salad	Grape Juice 6 oz.	Waldorf Salad		
	Green Beans w/ Red Peppers	Green Beans	Green Peas & Pearl Onions		
FAT OPTIONAL(GLOVES)	FF Raspberry Vinaigrtte	Cranberry Sauce			
REG DESSERT 1/2 CUP OR 1 EACH (SPOODLE/GLOVES)	Apple Pie	Baked Pumpkin Custard	Black Forest Cake		
CALCIUM - 8 OZ(GLOVES)	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint		
COMMENTS:					
<b>NUTRITIONAL SUMMARY</b>					
CALORIES:(700+)	966 CAL	979 CAL	930 CAL	0 CAL	0 CAL
FAT %(30% PREFERENCE)	37% FAT	14% FAT	24% FAT	0% FAT	0% FAT
SODIUM:(<1000 MG PREF)	1565 MG NA	1090 MG NA	1177 MG NA	0 MG NA	0 MG NA
PROTEIN:(21 GM+)	41 GM PRO	46 GM PRO	53 GM PRO	0 GM PRO	0 GM PRO

COUNTY REGION \_\_\_\_\_ TO BE USEI \_\_\_\_\_ 10/19-3/20 SIGNATURE PROGRAM DIRECTOR \_\_\_\_\_

CERTIFIED BY M.ushman, RD, LDH DATE 4-15-19 RD 2651 REVIEWED BY \_\_\_\_\_  
DIETITIAN/NUTRITIONIST AAA ADMINISTRATOR

BATEMAN Cabarrus, NC- Hot Bid Menu

WEEK 1 OF 4

BEGINNING: July 1, 2019

ENDING: September 30, 2019

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MONTH, DATE	7/1, 7/29, 8/26, 9/23	7/2, 7/30, 8/27, 9/24	7/3 (SP), 7/31, 8/28, 9/25	7/4 (CL), 8/1, 8/29, 9/26	7/5, 8/2 (SP), 8/30, 9/27
ENTREE-3 OZ - 1 EACH (LADLES/TONGS/SCOOPS)	Beef Macaroni w/Tomato	Smothered Chicken	Hamburger WITH American Cheese	Chicken Salad	Roast Beef WITH Brown Gravy
COMPLEX CHO-1/2 CUP		Mashed Potatoes	Orange-Tangerine 100% Juice 6 oz.	Pasta Vegetable Salad (1/2 cup)	Rice Pilaf
BREAD-1 EACH (GLOVES/TONGS)	White Dinner Roll	Biscuit	Hamburger Bun	White Bread (2)	Whole Wheat Roll
2 SERVINGS FRUIT & VEGGIE - 1/2 CUP (SOLID/SLOTTED SPOODLE)	Tossed Salad	Grape Juice 6 oz.	Baked Beans	Carrot Raisin Salad	Carrots
	Mixed Vegetables	Green Peas	Lettuce & Tomato	Marinated Zucchini Salad	Fresh Orange
FAT OPTIONAL(GLOVES)	Margarine	Margarine	Ketchup		Margarine
	Fat Free Ranch Dressing				
REG DESSERT 1/2 CUP OR 1 EACH (SPOODLE/GLOVES)	Chocolate Pudding		Peach Cobbler		Peanut Butter Cookie
CALCIUM - 8 OZ(GLOVES)	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint
COMMENTS:					

NUTRITIONAL SUMMARY

CALORIES:(700+)	760 CAL	790 CAL	937 CAL	716 CAL	882 CAL
FAT %(30% PREFERENCE)	33% FAT	22% FAT	26% FAT	33% FAT	30% FAT
SODIUM:(<1000 MG PREF)	1229 MG NA	1016 MG NA	1010 MG NA	800 MG NA	914 MG NA
PROTEIN:(21 GM+)	37 GM PRO	45 GM PRO	49 GM PRO	36 GM PRO	51 GM PRO

COUNTY REGION \_\_\_\_\_ TO BE USED \_\_\_\_\_ 7/19-9/19 SIGNATURE PROGRAM DIRECTOR \_\_\_\_\_

CERTIFIED BY M. Ashman, R.D., LDN DATE 4-15-19 RD 2651 REVIEWED BY \_\_\_\_\_  
DIETITIAN/NUTRITIONIST AAA ADMINISTRATOR

BATEMAN Cabarrus, NC- Hot Bid Menu

WEEK 2 OF 4

BEGINNING: July 1, 2019

ENDING: September 30, 2019

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MONTH, DATE	7/8, 8/5, 9/2	7/9, 8/6, 9/3	7/10, 8/7, 9/4	7/11, 8/8, 9/5	7/12, 8/9, 9/6
ENTREE-3 OZ - 1 EACH (LADLES/TONGS/SCOOPS)	Turkey Rice Bake	Beef Teriyaki	BBQ Chicken ( Bone-in)	Beef & Rice Patty	Chef Salad w/Chicken, egg, cheese
COMPLEX CHO-1/2 CUP	Whole Kernel Corn	Steamed Rice	Macaroni & Cheese	Chantilly Potatoes	Green Pea Salad
BREAD-1 EACH (GLOVES/TONGS)	Whole Wheat Bread	Whole Wheat Bread	Biscuit	White Dinner Roll	Saltine Crackers
2 SERVINGS FRUIT & VEGGIE - 1/2 CUP (SOLID/SLOTTED SPOODLE)	Green Beans w/ Red Peppers	Winter Blend Vegetables	Okra & Tomatoes	Buttered Cabbage	Salad Greens for Chef Salad
	Fresh Banana	Pineapple Tidbits	Mandarin Oranges	Fresh Cantaloupe	Orange Juice 6 oz.
FAT OPTIONAL(GLOVES)	Margarine				Ranch Dressing
REG DESSERT 1/2 CUP OR 1 EACH (SPOODLE/GLOVES)		Royal Brownie		Coconut Bar	Cardinal Citrus Mold
CALCIUM - 8 OZ(GLOVES)	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint
COMMENTS:					

NUTRITIONAL SUMMARY

CALORIES:(700+)	721 CAL	807 CAL	762 CAL	866 CAL	754 CAL
FAT %(30% PREFERENCE)	27% FAT	24% FAT	28% FAT	34% FAT	34% FAT
SODIUM:(<1000 MG PREF)	763 MG NA	810 MG NA	1069 MG NA	1036 MG NA	910 MG NA
PROTEIN:(21 GM+)	45 GM PRO	44 GM PRO	48 GM PRO	38 GM PRO	42 GM PRO

COUNTY REGION \_\_\_\_\_ TO BE USED \_\_\_\_\_ 7/19-9/19 SIGNATURE PROGRAM DIRECTOR \_\_\_\_\_

CERTIFIED BY M. Ashman, RD, LDH DATE 4-15-19 RD 2651 REVIEWED BY \_\_\_\_\_  
DIETITIAN/NUTRITIONIST AAA ADMINISTRATOR

BATEMAN Cabarrus, NC- Hot Bid Menu

WEEK 3 OF 4

BEGINNING: July 1, 2019

ENDING: September 30, 2019

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MONTH, DATE	7/15, 8/12, 9/9	7/16, 8/13, 9/10	7/17, 8/14, 9/11	7/18, 8/15, 9/12	7/19, 8/16, 9/13 (SP)
ENTREE-3 OZ - 1 EACH (LADLES/TONGS/SCOOPS)	Ham & Vegetable Frittata	Chicken Milano	Chef Salad w/Turkey, egg, cheese	Salisbury Steak	BBQ Pulled Pork
COMPLEX CHO-1/2 CUP	Grits	Green Peas	Pineapple Cobbler	Mashed Potatoes	
BREAD-1 EACH (GLOVES/TONGS)	English Muffin	Rye Bread	Whole Wheat Crackers	White Dinner Roll	Hamburger Bun
2 SERVINGS FRUIT & VEGGIE - 1/2 CUP (SOLID/SLOTTED SPOODLE)	Spiced Peaches	Spiced Apple Slices	Salad Greens for Chef Salad	Green Beans	Mustard Greens
	Orange Juice 6 oz.	Fruit Punch 100% Juice 6 oz	Tropical Mixed Fruit	Fresh Fruit	Baked Beans
FAT OPTIONAL(GLOVES)	Jelly	Margarine	Ranch Dressing	Margarine	
	Margarine				
REG DESSERT 1/2 CUP OR 1 EACH (SPOODLE/GLOVES)					Cookies & Cream Fluff
CALCIUM - 8 OZ(GLOVES)	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint
COMMENTS:					

NUTRITIONAL SUMMARY

CALORIES:(700+)	794 CAL	759 CAL	727 CAL	733 CAL	803 CAL
FAT %(30% PREFERENCE)	22% FAT	23% FAT	31% FAT	31% FAT	24% FAT
SODIUM:(<1000 MG PREF)	1074 MG NA	851 MG NA	727 MG NA	1014 MG NA	1114 MG NA
PROTEIN:(21 GM+)	35 GM PRO	37 GM PRO	36 GM PRO	42 GM PRO	52 GM PRO

COUNTY REGION \_\_\_\_\_ TO BE USED \_\_\_\_\_ 7/19-9/19 SIGNATURE PROGRAM DIRECTOR \_\_\_\_\_

CERTIFIED BY m. Ashman, R.D., L.D.N. DATE 4-15-19 RD 2651 REVIEWED BY \_\_\_\_\_  
DIETITIAN/NUTRITIONIST AAA ADMINISTRATOR

# BATEMAN Cabarrus, NC- Hot Bid Menu

WEEK 4 OF 4

BEGINNING: July 1, 2019

ENDING: September 30, 2019

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MONTH, DATE	7/22, 8/19, 9/16	7/23, 8/20, 9/17	7/24, 8/21, 9/18	7/25, 8/22, 9/19	7/26, 8/23, 9/20
ENTREE-3 OZ - 1 EACH (LADLES/TONGS/SCOOPS)	Sliced Roasted Turkey WITH Poultry Gravy	Country Meatballs	Chicken Parmesan	Beef Tips WITH Mushroom Gravy	Sliced Ham WITH Swiss Cheese
COMPLEX CHO-1/2 CUP	Whipped Sweet Potatoes	Oven Browned Potatoes	with Pasta	Mashed Potatoes	Potato Salad
BREAD-1 EACH (GLOVES/TONGS)	White Dinner Roll	Whole Wheat Bread	Garlic Bread	Croissant	White Bread (2)
2 SERVINGS FRUIT & VEGGIE - 1/2 CUP (SOLID/SLOTTED SPOODLE)	Brussels Sprouts	Apple Juice 6 oz.	Spinach Salad	Succotash	Lettuce & Tomato
	Grape Juice 6 oz.	Harvard Beets	Italian Blend Vegetables	Broccoli Salad	Apple Juice 6 oz.
FAT OPTIONAL(GLOVES)	Margarine	Margarine	Fat-Free Italian Dressing	Margarine	Mayonnaise
REG DESSERT 1/2 CUP OR 1 EACH (SPOODLE/GLOVES)		Strawberry Crunch Bar	Pineapple Crisp		Mandarin Oranges
CALCIUM - 8 OZ(GLOVES)	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint
COMMENTS:					
<b>NUTRITIONAL SUMMARY</b>					
CALORIES:(700+)	707 CAL	820 CAL	750 CAL	712 CAL	799 CAL
FAT %(30% PREFERENCE)	21% FAT	30% FAT	18% FAT	32% FAT	35% FAT
SODIUM:(<1000 MG PREF)	857 MG NA	1157 MG NA	867 MG NA	1181 MG NA	1287 MG NA
PROTEIN:(21 GM+)	43 GM PRO	31 GM PRO	49 GM PRO	42 GM PRO	36 GM PRO

COUNTY REGION \_\_\_\_\_ TO BE USED \_\_\_\_\_ 7/19-9/19 SIGNATURE PROGRAM DIRECTOR \_\_\_\_\_

CERTIFIED BY M. Ashman, RD, LDH DATE 7-15-19 RD 2651 REVIEWED BY \_\_\_\_\_  
DIETITIAN/NUTRITIONIST AAA ADMINISTRATOR

BATEMAN Cabarrus, NC- Hot Bid Menu

SPECIALS


BEGINNING: July 1, 2019

ENDING: September 30, 2019

DAY	July 4 th Special	Summer Special	Fall Special	0	0
MONTH, DATE	7/3	8/2	9/13		
ENTREE-3 OZ - 1 EACH (LADLES/TONGS/SCOOPS)	Hot Dog w/ Chili WITH Chopped Raw Onions	Beef Fajitas	Roast Pork WITH Pork Gravy		
COMPLEX CHO-1/2 CUP	Baked Beans	Fiesta Vegetables	Rosemary Potatoes		
BREAD-1 EACH (GLOVES/TONGS)	Hot Dog Bun	Flour Tortilla	Whole Wheat Bread		
2 SERVINGS FRUIT & VEGGIE - 1/2 CUP (SOLID/SLOTTED SPOODLE)	Confetti Cole Slaw	Fresh Watermelon	Zucchini w/ Tomatoes		
	Fresh Watermelon	Lettuce & Tomato	Spinach / Romaine Salad		
FAT OPTIONAL(GLOVES)	Mustard & Ketchup		Fat-Free Italian Dressing		
			Margarine		
REG DESSERT 1/2 CUP OR 1 EACH (SPOODLE/GLOVES)		Almond Cookie	Rocky Road Pudding		
CALCIUM - 8 OZ(GLOVES)	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint	Milk 1% 1/2 Pint		
COMMENTS:					
<b>NUTRITIONAL SUMMARY</b>					
CALORIES:(700+)	725 CAL	851 CAL	716 CAL	0 CAL	0 CAL
FAT %(30% PREFERENCE)	31% FAT	31% FAT	27% FAT	0% FAT	0% FAT
SODIUM:(<1000 MG PREF)	1198 MG NA	650 MG NA	864 MG NA	0 MG NA	0 MG NA
PROTEIN:(21 GM+)	34 GM PRO	45 GM PRO	46 GM PRO	0 GM PRO	0 GM PRO

COUNTY REGION \_\_\_\_\_ TO BE USED \_\_\_\_\_ 7/19-9/19 SIGNATURE PROGRAM DIRECTOR \_\_\_\_\_

CERTIFIED BY M. Ashman, RD, LDH DATE 4-15-19 RD 2651 REVIEWED BY \_\_\_\_\_  
DIETITIAN/NUTRITIONIST AAA ADMINISTRATOR



# CLARIFICATIONS & CERTIFICATE OF INSURANCE

## **CONTRACT CLARIFICATIONS**

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The Cabarrus County Invitation to Bid for Food Services Contract contains provisions that Bateman would like to clarify. This serves as Bateman's respectful requests (but does not demand) that Cabarrus County consider the following terms for inclusion in the Agreement.

### **Indemnification**

To the extent permissible under local, state and federal law, Bateman asks that all obligations to hold harmless and that all indemnification rights be mutually and equivalently applied to both parties in only those circumstances where a party (or its employee, agent or subcontractor) engages in negligent acts or omissions, willful misconduct, or otherwise fails to perform obligations under the contract. We believe this ensures that both parties are able to foster a mutually beneficial partnership.

### **Termination**

Bateman asks that the any subsequent contract allows for mutual termination for convenience upon thirty (30) days' written notice and we believe this ensures that both parties are able to foster a mutually beneficial partnership.





# CERTIFICATE OF LIABILITY INSURANCE

9/1/2019

DATE (MM/DD/YYYY)  
1/31/2019

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 Lockton Companies 3280 Peachtree Road NE, Suite #250 Atlanta GA 30305 (404) 460-3600	CONTACT NAME	
	PHONE (A/C, No. Ext.)	FAX (A/C, No.)
	E-MAIL ADDRESS	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED 1364746	INSURER A - Gemini Insurance Company	10833
	INSURER B - Sentry Insurance a Mutual Company	24988
	INSURER C - Sentry Casualty Company	28460
	INSURER D - Landmark American Insurance Company	33138
	INSURER E - XL Insurance America, Inc.	24554
	INSURER F -	

COVERAGES      CERTIFICATE NUMBER: 15862673      REVISION NUMBER: XXXXXX

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.

NAIC #	TYPE OF INSURANCE	ADDL. INFO	NON-VOID	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIM-MADE <input checked="" type="checkbox"/> OCCUR	Y	N	90-18840-06	9/1/2018	9/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Per one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 OTHER \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRE/LEASED AUTOS ONLY <input checked="" type="checkbox"/> Drive Other	N	N	90-18840-04 (AOS) 90-18840-01 (MA) GVE180007941 (LXI)	9/1/2018 9/1/2018	9/1/2019 9/1/2019	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXX BODILY INJURY (Per accident) \$ XXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXX Excess Limit \$ 1,000,000
E	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIM-MADE	N	US00000357L11A	9/1/2018	9/1/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 DED. RETENTION \$ \$0
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NY) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	90-18840-01 90-18840-02 (Rate)	9/1/2018 9/1/2018	9/1/2019 9/1/2019	<input checked="" type="checkbox"/> PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - SA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Liquor Liability	N	N	90-18840-08	9/1/2018	9/1/2019	\$1,000,000/\$1,000,000
D	Professional Liability	N	N	LDM771450	9/1/2018	9/1/2019	\$3,000,000/\$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Clark County, Nevada is included as additional insured with regards to General Liability as required by written contract, provided the written contract was executed prior to the date of loss, and is subject to policy terms, conditions, and exclusions.

CERTIFICATE HOLDER 15862673	CANCELLATION 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 
--------------------------------	---



# THANK YOU

Thank you for the time you have taken to review our proposal. Our team is dedicated to providing you with a premier senior nutrition program. We are committed to supporting your mission and efforts to serve your community. We look forward to the future and creating a partnership with you.



Phone // 704.424.1071

Location // 300 S. Tryon St., Suite 400,  
Charlotte, NC 28202

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

Emergency Management - Adoption of 2019 Emergency Operations Plan

**BRIEF SUMMARY:**

As required by state law and federal standards, Cabarrus County has developed and maintained an Emergency Operations Plan (EOP). The EOP is the over-arching plan that provides guidance for county-wide direction and operations during emergency events. Cabarrus County departments and community partners have reviewed and updated the plan. The attached plan is the final proposed EOP for your review and adoption. The adoption of the EOP does not require a public hearing.

**REQUESTED ACTION:**

Motion to approve 2019 Emergency Operations Plan and authorize the County Manager and Chairman to execute the Statement of Approval.

**EXPECTED LENGTH OF PRESENTATION:**

1 Minute

**SUBMITTED BY:**

Jason Burnett, Emergency Planner  
Bobby Smith, Emergency Management Director

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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## **ATTACHMENTS:**

- ▢ EOP Front Cover
- ▢ EOP Table of Contents
- ▢ EOP Non-Disclosure Statement
- ▢ EOP Statement of Approval
- ▢ EOP Foreward
- ▢ EOP Instructions for Use
- ▢ EOP Record of Changes
- ▢ EOP Record of Distribution
- ▢ EOP Section 1 - Introduction
- ▢ EOP Section 2 - Concept of Operations
- ▢ EOP Section 3 - Roles and Responsibilities
- ▢ EOP Section 4 - Direction and Control
- ▢ EOP Section 5 - Administration and Logistics
- ▢ EOP Section 6 - Plan Maintenance
- ▢ EOP Attachment A
- ▢ EOP Attachment B
- ▢ EOP Attachment C
- ▢ EOP Attachment D
- ▢ EOP Attachment E
- ▢ EOP Attachment F
- ▢ EOP Annex A
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- ▢ EOP Annex R
- ▢ EOP Annex S

# CABARRUS COUNTY EMERGENCY OPERATIONS PLAN (EOP)



## EMERGENCY MANAGEMENT

*EFFECTIVE DATE: December 2000*

*REVISION DATE(S): May 2003, September 2008,  
April 2014, May 2019*

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# NON-DISCLOSE STATEMENT

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Chapter 166A of the North Carolina General Statutes requires Cabarrus County government to organize and plan for the protection of life and property from the effects of an emergency.

When needed, the Cabarrus County Board of Commissioners may declare a “State of Emergency” as defined by Article III of Chapter 22, Civil Emergencies of the Code of Ordinances in Cabarrus County, North Carolina and Article IA of Chapter 166A of the North Carolina General Statutes. The Cabarrus County Board of Commissioners will issue this declaration to protect the citizens and property within the disaster area and to assist the emergency response agencies in carrying out their duties. A town or city can independently declare a “State of Emergency” within its municipal limits in the event of a disaster, or by resolution or municipal concurrence, can sign off on a County “State of Emergency” declaration.

Prior to any disclosure, publication, public release, or sharing of information contained in this plan, the resources, contacts, databases, or any of the plan annexes and appendices, written permission must be obtained from Cabarrus County Emergency Management hereinafter referred to as “Emergency Management”. Failure to obtain this required written permission and resultant unauthorized release may result in civil fines and/or penalties.

## **Public Access**

Anyone may review this plan by contacting Emergency Management and requesting access. Those parts of the plan that deal with the preparations for and response to terrorism are “Classified” and will not be made available to the public. Copies of the plan may be obtained from Emergency Management at the fee charged by Cabarrus County for copies of public documents.

# STATEMENT OF APPROVAL

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The undersigned agree to the responsibilities assigned in this plan. This document is formally recognized as the Cabarrus County Emergency Operations Plan (EOP).

\_\_\_\_\_  
Chairman, Board of County Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Management Coordinator

\_\_\_\_\_  
Date

National Incident Management System/Incident Command System Adoption: January 24th, 2005

The May 2019 revision of this EOP addresses multiple hazards that could threaten our County and its citizens and supersedes all previous versions of this document. The EOP uses a functional format and employs the National Incident Management System (NIMS), a nationwide standardized approach to incident management and response. NIMS establishes a uniform set of processes and procedures that emergency responders will use to conduct response operations.

This EOP establishes a framework of policy and guidance for County disaster preparedness, response, recovery, and mitigation operations. The EOP consists of the basic plan and 18 functional annexes. These annexes define responsibilities and actions of County government personnel during emergency situations. The definition of the missions of each response agency reduces confusion and conflict during emergency operations and significantly decreases vulnerability of the public and their property to hazards that develop in emergency situations. This EOP (and annexes) consider planning and response activities related to children, those with functional needs, household pets, and service animals.

This EOP meets the requirements of the Department of Homeland Security (DHS) state and local planning guidance, and the legal responsibilities identified in Chapter 166A of the North Carolina General Statutes. This EOP provides all the necessary elements to ensure that the County can fulfill its legal responsibilities for emergency preparedness.

# INSTRUCTIONS FOR USE

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It is intended that this plan, when implemented, be used by the County response organizations to maximize use of existing resources, organizations, and systems in their response to emergencies and disasters that could and/or have occurred in the County.

**Basic Plan:** Used by Chief Executives and Policy Officials. Provides the intent of the County government leaders in responding to emergency situations.

**Functional Annexes (Annexes):** Address the specific functions for use by the Operational Managers. Appendices provide additional information on selected topics covered in the annex.

All individuals with assigned responsibilities should be familiar with the entire plan; however, added emphasis will be given to those sections for which they are responsible. While all circumstances cannot be addressed, County personnel will use this plan to guide their actions for those things that do occur but are not specifically addressed in the plan.

# RECORD OF CHANGES

Change Number	Section	Date of Change	Individual Making Change	Description of Change
001	Various	December 2013	Bobby Smith	Various
002	Various	December 2018 – April 2019	Jason Burnett	Various

# RECORD OF DISTRIBUTION

Department or Agency
Active Living and Parks
Arena and Events Center
Board of Elections
Board of County Commissioners
Cabarrus Health Alliance (CHA)
Communications and Outreach / Public Information Officer (PIO)
Cooperative Extension
County Attorney
County Manager
Deputy County Manager(s)
Emergency Management
Emergency Medical Services (EMS)
Emergency Operations Center (EOC)
Finance
Infrastructure & Asset Management (IAM)
Human Resources
Human Services
Information Technology Services (ITS)
Library System
Planning and Development
Register of Deeds
<b>Sheriff's Office</b>
<b>Sheriff's Office – Animal Control Division</b>
<b>Sheriff's Office – Communications Division</b>
Solid Waste Management
Tax Administration
Transportation

# RECORD OF DISTRIBUTION

Department or Agency
Veterans Service
Volunteer (Combination) Fire Departments
Allen Fire Department
Cold Water Fire Department
East Gold Hill Fire Department
Flowes Store Fire Department
Georgeville Fire Department
Midland Fire Department
Mt. Mitchell Fire Department
Mt. Pleasant Fire Department
Northeast-Cabarrus Fire Department
Odell Fire Department
Richfield-Misenheimer Fire Department
Rimer Fire Department
American Red Cross – Southern Piedmont Chapter
Atrium Health Cabarrus
Cabarrus County Schools
Cardinal Innovations Healthcare
City of Concord
City of Kannapolis
Kannapolis City Schools
NC Emergency Management (NCEM) - Area 11 Coordinator
NCEM - Western Branch Office
NC Forest Service
NC State Highway Patrol
The Salvation Army
Town of Harrisburg

# RECORD OF DISTRIBUTION

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Department or Agency
Town of Locust
Town of Midland
Town of Mt. Pleasant
Water and Sewer Authority of Cabarrus County (WSACC)



# SECTION 1

## INTRODUCTION

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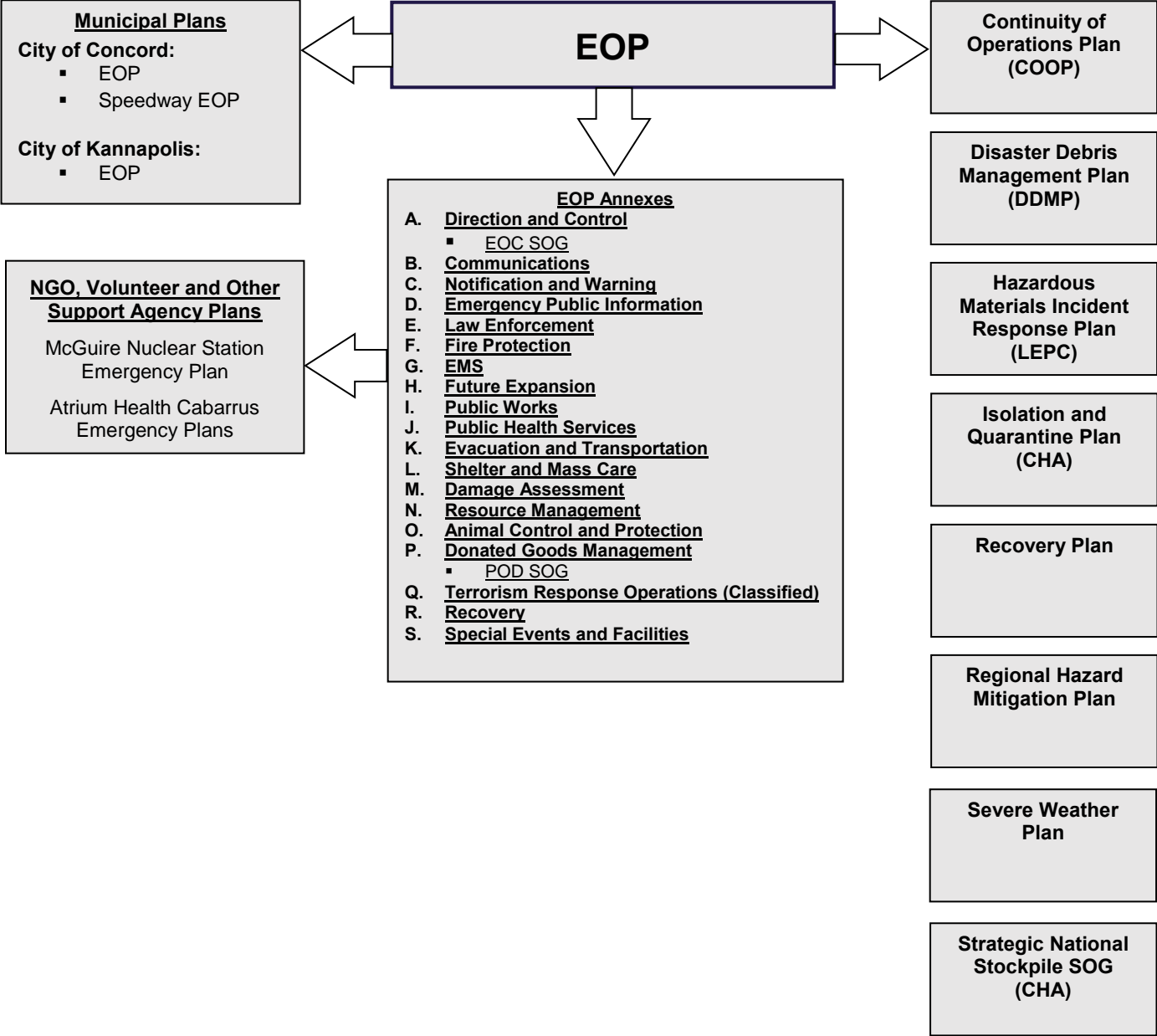
This EOP establishes a framework for emergency planning and response in the County. The plan adheres to NIMS, which integrates the capabilities and resources of various municipal jurisdictions, emergency response disciplines, nongovernmental organizations (NGO's), and the private sector. Incorporating an all-hazards approach, the EOP can be partially or fully implemented in anticipation of or in response to any event requiring multi-jurisdictional or multi-discipline coordination. Selective implementation through the activation of one or more of the plan components allows maximum flexibility in meeting the unique operational and information-sharing requirements of the situation at hand. The EOP, as the core operational plan for incident management, establishes county-level coordinating structures, processes, and protocols that will be incorporated into existing hazard-specific plans, policies, and procedures.

### 1.1 Purpose

This plan defines the actions that the County government departments/agencies and selected NGO's in the County will take to reduce the vulnerability of people and property to a disaster and establish the ability to respond effectively to any emergency. The plan takes a comprehensive, countywide, all-hazards approach to incident management across all phases of emergency management, including prevention, preparedness, response, and recovery. The plan describes capabilities and resources and establishes responsibilities, operational processes, and protocols to help plan for and respond to both natural and human-caused hazards. The EOP serves as the foundation for the development of detailed supplemental plans and procedures to effectively and efficiently implement incident management activities and assistance in the context of specific types of incidents and events. A number of plans are linked to the EOP but remain as stand-alone documents in that they also provide detailed protocols for responding to routine emergencies. Stand-alone documents and plans are referenced throughout the EOP. Refer to exhibit 1-1 for a graphic identifying the County Emergency Management Program

# SECTION 1 INTRODUCTION

Exhibit 1-1  
Cabarrus County Emergency Management Program



## 1.2 Scope

In this document, incidents include actual or potential emergencies or all-hazards events that range from accidents and natural disasters to actual or potential terrorist attacks. They include events wholly contained within a single jurisdiction and others that are catastrophic in nature. It is not always obvious at the outset whether a seemingly minor event might be the initial phase of a larger, rapidly growing threat. The EOP incorporates standardized organizational structures that promote on-scene initiative, innovation, and sharing of essential resources drawn from all levels of government, NGO's, and the private sector. Response must be quickly scalable, flexible, and adaptable. The EOP is also intended to accelerate the assessment and response to incidents that may require state or federal assistance.

The County provides the following services:

- Active Living and Parks (Senior Services)
- Animal Control (Sheriff's Office)
- Cooperative Extension Services
- Economic Development
- Education / Public Instruction; School Buildings / Grounds
- Elections Administration
- Emergency Communications (E-911)
- Emergency Management/Fire Services
- EMS
- Finance Department / Procurement Services
- Human Services
- Landfill/Recycling
- Law Enforcement (Sheriff's Office)
- Library
- Planning and Zoning Services (Building Inspections / Flood Damage Prevention)
- Register of Deeds
- Tax Administration
- Transportation Service
- Veterans Service

The County provides additional services by contract or agreement with these outside agencies or organizations:

- American Red Cross – Southern Piedmont Chapter
- Cabarrus Health Alliance (CHA)
- Cardinal Innovations Healthcare
- Volunteer (Combination) Fire Departments
- Water and Sewer Authority of Cabarrus County (WSACC)

# SECTION 1 INTRODUCTION

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- Private contractors provide sanitation services for unincorporated areas in Cabarrus County

The plan is applicable to all departments, agencies, and organizations with identified roles and responsibilities. Local jurisdictions participating in the development, implementation, and maintenance of this plan as well as the services they provide are listed below:

- City of Concord: Law Enforcement, Fire Department, Electric Utilities (ElectraCities Member), Public Works, Sanitation and Recycling (Contracted), Communications, Airport Operations, Parks and Recreation, Public Housing, Community Development.
- Town of Harrisburg: Fire Department, Water and Sewer, Sanitation and Recycling (Contracted), Street Maintenance; Law Enforcement is provided through the Sheriff's Office.
- City of Kannapolis: Law Enforcement, Fire Department, Public Works, Sanitation and Recycling (Contracted), Communications, City Schools, Parks and Recreation.
- Town of Locust: Contracts for services with the County or other contractors; Fire Services is provided by Midland Fire Department and Law Enforcement is provided through the Sheriff's Office.
- Town of Midland: Contracts for services with the County or other contractors; Fire Services is provided by Midland Fire Department and Law Enforcement is provided through the Sheriff's Office. The Town of Midland also has some private/contracted service providers.
- Town of Mt. Pleasant: Fire Department, Water & Sewer, Sanitation and Recycling (Contracted), Street Maintenance; Law Enforcement is provided through the Sheriff's Office.

## 1.3 Situation and Assumptions

This section of the EOP describes the geographic and demographic characteristics and hazard considerations unique to the County. It also describes specific planning assumptions regarding preparedness, response, recovery, and mitigation that were taken into consideration during the development of this plan.

### 1.3.1 Demographic and Geographic Characteristics

#### Demographic Characteristics

The County is located in the southern Piedmont region of North Carolina. It is bordered to the west by Mecklenburg County, to the southeast by Union County, to the north by Rowan County, to the northwest by Iredell County, and to the east by Stanly County. The County is just north of the state line with South Carolina and the City of Charlotte. There are (6) municipal areas in the County: City of Concord, Town of Harrisburg, City of Kannapolis, Town of Locust, Town of Midland and the Town of Mt. Pleasant. The County is located in Area 11 of the Western Branch, North Carolina Emergency Management and in Federal Emergency Management Association (FEMA) Region IV. The County encompasses approximately 365 square miles, most of which is land and a small portion of which is water. The County is also home to the Concord-Padgett Regional Airport, Charlotte Motor Speedway, and Concord Mills, which is the largest tourist attraction in the State of NC.

In 2017, the U.S. Census Bureau estimated the County's population was approximately 206,872. The County seat is the City of Concord. Some susceptible populations within Cabarrus County can be identified using census data. Over 7 percent of the population is under 5 years old and another 11.5 percent is over 65 years old. Over 9 percent of the population speaks a language other than English at home. Nearly 3,000

# SECTION 1 INTRODUCTION

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people in the County receive Medicaid for disabled adults and/or Medicaid for the blind. This plan works to incorporate and consider vulnerable populations and residents into the planning process.

## Geographic Characteristics

### Major traffic arteries:

- US Interstate 85 Highway: Runs northeast-southwest through northwest section of the County.
- US Highway 29: Runs north-southwest through the central section of the County.
- US Highway 601: Runs north-south through the central section of the County.
- NC Highway 3: Begins in Concord, runs north to Kannapolis, then west-northwest out of the County towards Mooresville.
- NC Highway 24/27: Runs east-west through the southern side of the County.
- NC Highway 49: Runs northeast-southwest through the eastern half of the County.
- NC Highway 52: Runs northwest-southeast through the northeastern corner of the County.
- NC Highway 73: Runs east-west through the central part of the County.
- NC Highway 200: Branches off US Highway 601 through the southeastern corner of the County.
- Kannapolis Parkway: Extends from NC Highway 3 in Kannapolis across US Interstate 85 Highway then converting to George W. Lyles Parkway across US Highway 29 then converting to Stough Road at Roberta Road and continuing to NC Highway 49.

### Railroads:

- The North Carolina Railroad: Runs north to south through the middle of the County. This dual track railroad passes through the municipalities of Kannapolis, Concord, and Harrisburg. Norfolk Southern Railway has contracted with the North Carolina Railroad (NCRR) for rights to haul freight on this line. The NCRR operates daily passenger service, which stops in Kannapolis.
- The Aberdeen Carolina and Western Railroad operates the east-west rail line through the southern corner of the County, passing through the community of Midland. This line carries short-haul freight traffic.
- CSX Corporation operates the rail line that runs through the northeast corner of the County. This line carries freight traffic along the NC Highway 52 corridor.

### Gas Pipelines:

- The Colonial Pipeline Company operates a hydrocarbon transmission line that enters the County near Shiloh Church Road from Mecklenburg County and extends into Rowan County near Alexander Road and Plum Road in the northwest section of the County.
- The Plantation Pipeline Company operates a hydrocarbon transmission line that enters the County from Poplar Tent Road in Mecklenburg County and extends into Rowan County near Tuckaseegee Road and Mill Creek in the northwest section of the County.
- Public Service Company of North Carolina operates a natural gas transmission line starting from Central Drive NW and Sign Drive NW (Concord) and extending into Iredell

# SECTION 1 INTRODUCTION

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## Gas Pipelines (Continued):

County near Earnhardt Lake Road and Archer Road in the northwest section of the County.

- City of Monroe Natural Gas Department operates a natural gas transmission line entering into the County from Union County near Bethel Avenue Extension (Midland) and extending into Iredell County near Archer Road and Coddle Creek in the northwest section of the County.
- Piedmont Natural Gas Company, Inc. has transmission lines that run southeast from the northwestern section of the County along the Mecklenburg/Cabarrus boundary line to Harrisburg. This line then traverses the southwestern side of the County, passing north of Midland and exiting into Stanly County. Multiple different connection points from Mecklenburg County into Cabarrus County are noted along this line.

## Water Distribution:

- Local municipalities obtain their water supplies locally, which is then treated and distributed to residents.
- The City of Concord receives raw water from Lake Don T. Howell and Lake Fisher.
- The Town of Harrisburg purchases water from the Cities of Concord and Charlotte.
- The City of Kannapolis receives raw water from Lake Don T. Howell and pumps this into the main water supply at Kannapolis Lake.
- The residents of the Town of Midland either purchase water from the City of Concord or utilize wells.
- The Town of Mt. Pleasant receives raw water from the Black Creek Run Reservoir.

## Aviation:

- The Concord-Padgett Regional Airport, a general aviation facility, is located on Aviation Boulevard in the western section of the County. It is immediately west and parallel to US Interstate 85 Highway. The facility has two runways, one 7400 feet and the other 7000 feet long.
- There are also several small private airfields in the County.

## Potential/Regional Cascading Threats:

- Charlotte Motor Speedway and zMax Dragway
  - The population can increase significantly during these events held at different intervals throughout the year. Refer to the Emergency Action Plan for the associated event and managed by the City of Concord for more information.
- City of Charlotte
  - Any large-scale incident or event in the City of Charlotte will also likely impact the County. Refer inquiries for additional information to Charlotte-Mecklenburg Emergency Management.

# SECTION 1 INTRODUCTION

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## Potential/Regional Cascading Threats (Continued):

- Concord Mills Mall
  - Concord Mills Mall is the largest tourist attraction in the State of NC. During certain times of the year, the mall can have upwards of 110,000 visitors per day. Refer to Annex S: Special Events and Facilities for more detailed information.
- McGuire Nuclear Station (MNS)
  - The County is a host County for the reception and sheltering of evacuees from two evacuation zones within the MNS 10 mile Emergency Planning Zone (EPZ). Refer to the MNS Emergency Plan for more detailed information.

### 1.3.2 Hazard Analysis Summary

The County is exposed to many potential hazards, all of which could cause damage, create casualties, and disrupt the community. These potential hazards are characterized as natural or human-caused. The County hazards and possible impacts are fully described in the Cabarrus County Regional Hazard Mitigation Plan, 2015 revision.

# SECTION 1 INTRODUCTION

Exhibit 1-2  
Hazard Identification and Likelihood of Occurrence

Hazard	Likelihood	Potential Impacts
Severe Thunderstorms/Lightning	Highly Likely*	<ul style="list-style-type: none"> <li>▪ Loss of electricity</li> <li>▪ Damage to telephone/communications networks</li> <li>▪ Fire</li> <li>▪ Wind damage</li> <li>▪ Storm debris</li> <li>▪ Minimal mass care and feedings operations</li> </ul>
Tornadoes	Likely*	<ul style="list-style-type: none"> <li>▪ Damage to telephone/communications networks</li> <li>▪ Fire</li> <li>▪ Wind damage</li> <li>▪ Storm debris</li> <li>▪ Mass care and feedings operations</li> <li>▪ Multiple injuries and fatalities</li> <li>▪ Disruption of the road/highway system</li> <li>▪ Loss of facilities</li> <li>▪ Insufficient local resources to meet demands</li> <li>▪ Evacuation/reentry</li> <li>▪ Assistance to those with functional needs</li> <li>▪ Damage assessment</li> <li>▪ Coordination of resources and donations</li> <li>▪ Response to presidential/state disaster declaration</li> </ul>
Winter Storms	Likely*	<ul style="list-style-type: none"> <li>▪ Extended loss of electricity</li> <li>▪ Disruption of the road/highway system</li> <li>▪ Damage to the telephone/communications network</li> <li>▪ Loss of facilities (short-term)</li> <li>▪ Storm debris</li> <li>▪ Mass care and feedings operations</li> </ul>
Flooding	Likely*	<ul style="list-style-type: none"> <li>▪ Multiple injuries and fatalities</li> <li>▪ Disruption of the road/highway system</li> <li>▪ Isolation of population within Cabarrus County</li> <li>▪ Increased number of vermin/vectors (recovery)</li> <li>▪ Loss of facilities</li> <li>▪ Mass care and feedings operations</li> <li>▪ Evacuation/reentry</li> <li>▪ Damage assessment</li> <li>▪ Coordination of resources and donations</li> </ul>
Drought	Likely*	<ul style="list-style-type: none"> <li>▪ Mass care and feedings operations (minimal; water distribution)</li> <li>▪ Failure of the water distribution system</li> </ul>



# SECTION 1 INTRODUCTION

Hazard	Likelihood	Potential Impacts
Hurricane/Tropical Storms	Possible*	<ul style="list-style-type: none"> <li>▪ Damage to telephone/communications networks</li> <li>▪ Wind damage</li> <li>▪ Storm debris</li> <li>▪ Mass care and feedings operations</li> <li>▪ Multiple injuries and fatalities</li> <li>▪ Disruption of the road/highway system</li> <li>▪ Loss of facilities</li> <li>▪ Insufficient local resources to meet demands</li> <li>▪ Evacuation/reentry</li> <li>▪ Assistance to those with functional needs</li> <li>▪ Damage assessment</li> <li>▪ Coordination of resources and donations</li> <li>▪ Response to presidential/state disaster declaration</li> </ul>
Major Fire (large structural, wildland, forest)	Possible*	<ul style="list-style-type: none"> <li>▪ Mass care and feedings operations (minimal)</li> <li>▪ Multiple injuries and fatalities</li> <li>▪ Loss of facilities</li> <li>▪ Evacuation/reentry</li> </ul>
Hazardous Materials (spills/release)	Possible*	<ul style="list-style-type: none"> <li>▪ Isolation of population within Cabarrus County</li> <li>▪ Multiple injuries and fatalities</li> <li>▪ Disruption of the road/highway system</li> <li>▪ Evacuation/reentry</li> </ul>
Mass Casualty/Fatality Incident	Possible*	<ul style="list-style-type: none"> <li>▪ Damage to telephone/communications networks</li> <li>▪ Mass care and feedings operations</li> <li>▪ Multiple injuries and fatalities</li> <li>▪ Disruption of the road/highway system</li> <li>▪ Loss of facilities</li> <li>▪ Insufficient local resources to meet demands</li> <li>▪ Evacuation/reentry</li> <li>▪ Assistance to those with functional needs</li> <li>▪ Damage assessment</li> <li>▪ Coordination of resources and donations</li> <li>▪ Response to presidential/state disaster declaration</li> </ul>
Bomb Threat/Explosion	Possible*	
Civil Disorder	Possible*	
Terrorism	Unlikely	
Aircraft Crash/Accident	Possible*	
Rail Accident	Unlikely*	
Fixed Nuclear Incident (50 Mile Ingestion Pathway for MNS)	Unlikely	
Dam Failures	Unlikely	
Earthquakes	Unlikely * <i>minor tremor</i>	
Mudslides	Unlikely	

**Note: An asterisk indicates at least one occurrence in the County.**

## 1.3.3 Planning Assumptions

This EOP has been developed based on the following assumptions and considerations:

- Disasters may occur at any time, with little or no warning, resulting in casualties, fatalities, property loss, disruption of essential services, and damage to basic infrastructure and the environment.
- The County must continually plan for disasters and be prepared to conduct response and recovery operations utilizing local resources.
- Incidents and events are managed at the lowest possible organizational and jurisdictional level.
- Incidents and events may have significant regional impacts and/or require regional information sharing, resource coordination, and/or assistance.
- Incident management activities will be initiated and conducted using NIMS principles.
- Implementation of this EOP will reduce or prevent the loss of lives and/or damage to property.
- Individual departments and agencies have developed internal response plans and procedures in accordance with their capabilities.
- County government officials are aware of the possibility that an emergency situation or disaster may occur and are familiar with their identified roles and responsibilities.
- Emergency Management is responsible for the coordination of emergency planning and operations.

## SECTION 2 CONCEPT OF OPERATIONS

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The County utilizes the four phases of comprehensive emergency management to design and implement the Emergency Management Program.



### 2.1 General

The County provides many emergency services to the citizens on a daily basis. Some of the services overlap into city/town governments' jurisdictions. While the cities/towns within the County provide many services to their citizens, they also depend on the County for services such as building inspections, fire inspections, emergency medical services, social services, public health services, mental healthcare, shelters for those people evacuated from their homes, and emergency management.

Chapter 166A of the North Carolina General Statutes requires the County to organize and plan for the protection of life and property from the effects of an emergency.

When needed, the County Board of Commissioners may declare a "State of Emergency" as defined by Article III of Chapter 22, Civil Emergencies of the Code of Ordinances in Cabarrus County, North Carolina and Article IA of Chapter 166A of the North Carolina General Statutes. The County Board of Commissioners will issue this declaration to protect the citizens and property within the disaster area and to assist the emergency response agencies in carrying out their duties. A town or city can independently declare a "State of Emergency" within its municipal limits in the event of a disaster, or by resolution or municipal concurrence, can sign off on a County "State of Emergency" declaration.

Each city/town government in the County will continue to provide services during emergencies. However, if city/town government's resources prove to be inadequate during emergency response operations, that municipality may request County resources to help maintain public services and other critical operations. There are city/town governments in the County that will be able to remain completely functional without outside resources, but there are others that will be totally dependent on County resources.

To manage emergency response and recovery operations, Emergency Management may activate the EOC.

# SECTION 2

## CONCEPT OF OPERATIONS

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Exhibit 2-1  
DECLARATION OF A STATE OF EMERGENCY  
CABARRUS COUNTY, NORTH CAROLINA

**WHEREAS**, *(describe disaster event)*; and

**WHEREAS**, as a result of the above-described disaster, I have determined that there is an imminent threat of, or existing conditions have caused or will cause, widespread or severe damage, injury, or loss of life or property, and public safety authorities will be unable to maintain public order or afford adequate protection for lives or property; and

**WHEREAS**, declaring a State of Emergency and imposing the restrictions and prohibitions ordered herein is necessary to maintain order and protect public health, safety, and welfare, and to secure property.

**NOW, THEREFORE**, pursuant to the authority vested in me as the Chairman of the Board of County Commissioners of Cabarrus County under Article 1A of Chapter 166A of the North Carolina General Statutes and Article III of Chapter 22 of Civil Emergencies of the Cabarrus County Code of Ordinances:

**Section 1.** A State of Emergency is hereby declared within the jurisdiction of Cabarrus County.

**Section 2.** The emergency area covered by this state of emergency shall be the entire area of Cabarrus County, to include the City of Concord, City of Kannapolis, Town of Harrisburg, Town of Locust, Town of Midland and the Town of Mt. Pleasant.

**Section 3.** The following restrictions and prohibitions are imposed: *(choose the restrictions and prohibitions deemed necessary; do not include those that are not deemed necessary. If no restrictions or prohibitions are deemed necessary, delete this section and renumber the remaining sections accordingly)*

A. **Evacuation:** *(indicate whether evacuation is voluntary or mandatory, describe areas of jurisdiction to be evacuated and state times and dates for evacuation; include categories of essential personnel not subject to evacuation order)*

B. **Curfew:** *(describe areas of jurisdiction under curfew and specify times during which curfew is in effect; include categories of essential personnel, if any, not subject to curfew)*

C. **Restricted Access:** *(describe areas of jurisdiction under restricted access or limited entry; include categories of essential personnel, if any, not subject to restriction)*

D. **Business Operations:** *(describe limitations on operations of businesses and commercial establishments, such as restricted hours of operation)*

E. **Alcohol:** *(describe restrictions on the possession, transportation, sale, purchase, and consumption of alcoholic beverages)*

F. **Dangerous Weapons & Gasoline:** Except for lawfully possessed firearms (handgun, rifle, or shotgun) and ammunition, *(describe restrictions on the possession, transportation, sale, purchase, storage, and use of dangerous weapons and substances, and gasoline)*

G. **Other:** *(describe any other restrictions or prohibitions on other activities or conditions the control of which may be reasonably necessary to maintain order and protect lives or property during the state of emergency)*

SECTION 2  
CONCEPT OF OPERATIONS

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**Section 4.** I hereby order all Cabarrus County law enforcement officers and employees and all other emergency management personnel subject to our control to cooperate in the enforcement and implementation of the provisions of this Declaration, all applicable local ordinances, state and federal laws, and the Cabarrus County Emergency Operations Plan.

**Section 5.** I hereby order this declaration: (a) to be distributed to the news media and other organizations calculated to bring its contents to the attention of the general public; (b) to be filed with Clerk to the Board of County Commissioners and (c) to be distributed to others as necessary to ensure proper implementation of this declaration.

**Section 6.** This declaration shall take effect on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ AM/PM and shall remain in effect until modified or rescinded.

**DECLARED** this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ AM/PM

\_\_\_\_\_  
Chairman of the Cabarrus County Board of Commissioners

**ATTEST:**

\_\_\_\_\_  
Cabarrus County Emergency Management Coordinator

SECTION 2  
CONCEPT OF OPERATIONS

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Exhibit 2-2  
TERMINATION OF STATE OF EMERGENCY  
CABARRUS COUNTY, NORTH CAROLINA

**WHEREAS**, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ AM/PM, as Chairman of the Board of County Commissioners of Cabarrus County, I determined and declared that a State of Emergency existed within Cabarrus County.

**WHEREAS**, I have determined that the conditions constituting the State of Emergency no longer exist in Cabarrus County.

**NOW, THEREFORE**, I hereby terminate the above referenced Declaration of a State of Emergency and all the restrictions and orders contained therein.

This declaration is effective immediately.

**DECLARED** this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ AM/PM

\_\_\_\_\_  
Chairman of the Cabarrus County Board of Commissioners

**ATTEST:**

\_\_\_\_\_  
Cabarrus County Emergency Management Coordinator

SECTION 2  
CONCEPT OF OPERATIONS

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Exhibit 2-3  
MUNICIPAL CONCURRENCE TO CABARRUS COUNTY DECLARATION OF A STATE OF  
EMERGENCY

**WHEREAS**, in concurrence with the Declaration of a State of Emergency issued by the Chairman of the Cabarrus County Board of Commissioners effective as of the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ AM/PM.; the (City/Town) of \_\_\_\_\_ formally requests this Declaration of a State of Emergency also apply within the corporate limits of the (City/Town) of \_\_\_\_\_.

**WHEREAS**, this Declaration of a State of Emergency is a result of the potential impacts from \_\_\_\_\_ as outlined in the declaration, and, as Mayor of the (City/Town) of \_\_\_\_\_, I hereby authorize Cabarrus County to enact any and all provisions of this declaration as needed for the immediate safety and welfare of the citizens of the (City/Town) of \_\_\_\_\_.

**DECLARED** this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ AM/PM.

\_\_\_\_\_  
Mayor, City/Town of \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
(Title)

# SECTION 2

## CONCEPT OF OPERATIONS

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### 2.2 Alert and Notification

The Sheriff's Office operates the primary dispatch center for County emergency services. The Communications Center operates on a continuous basis. The Communications Center dispatches Sheriff's Office personnel, EMS, and volunteer (combination) fire departments for the entire County area. The Cities of Concord and Kannapolis provide continuous dispatch services for their emergency services. Upon activation of the EOC, key personnel are notified to report to the EOC to support County response and recovery operations. For detailed information on alert and notification procedures, refer to Annex C: Notification and Warning.

### 2.3 EOC

The County maintains a primary and alternate(s) EOC locations. The EOC is designed to provide a facility in which government can continue to function and provide interagency coordination and executive decision making for managing disaster response and recovery operations. For detailed information on the EOC, refer to Annex A: Direction and Control.

The EOC provides the following primary functions:

- Command and control of emergency response and recovery operations
- Communications and early warning
- Damage assessment and reporting
- Radiological monitoring and analysis
- Containment and/or control of hazardous material incidents or emergencies
- Dissemination of severe weather watches and warnings
- Coordination and planning with the State EOC in Raleigh, NC
- Actions to protect the health and safety of the general public, to include:
  - Public information, instruction, and directions
  - Evacuation of people from hazardous or damaged areas
  - Control of shelter operations

#### 2.3.1 EOC Locations

Primary Location:

Cabarrus County Sheriff's Office Administration Building  
30 Corban Avenue, SE Suite EOC 611  
Concord, NC 28025

Alternate/Continuity Location(s):

Cabarrus County Human Services  
1303 S Cannon Blvd  
Kannapolis, NC 28083

Cabarrus Arena & Events Center  
4751 NC Highway 49 North  
Concord, NC 28025

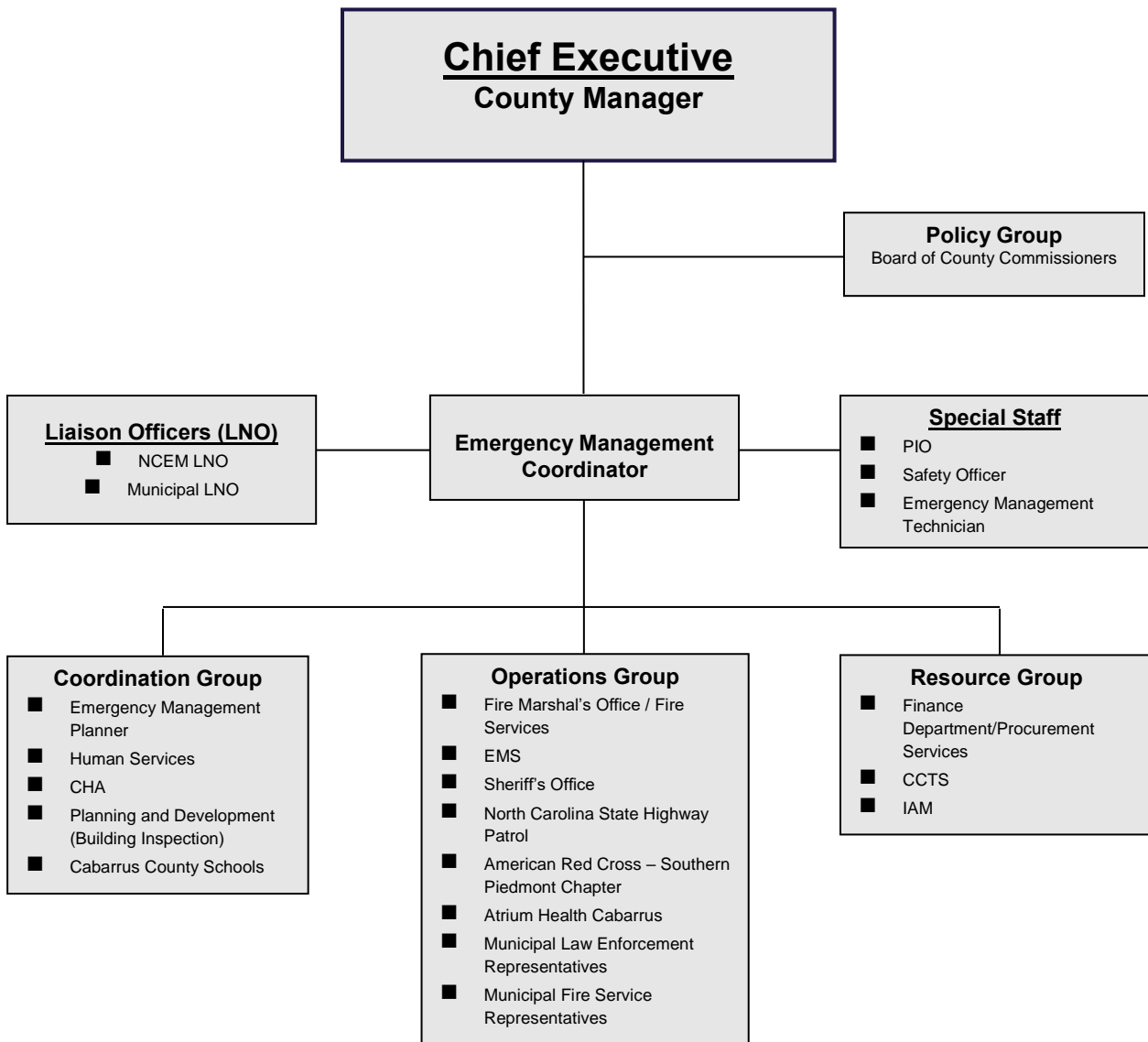


# SECTION 2 CONCEPT OF OPERATIONS

## 2.3.2 EOC Organization

The EOC is organized using the structure below.

Exhibit 2-4  
EOC Organization



## SECTION 2

# CONCEPT OF OPERATIONS

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### 2.4 Requesting State and Federal Assistance

Once local resources are exhausted, the County coordinates with adjoining counties for additional available assistance and resources using existing mutual aid agreements through the EOC. Additionally, the County may obtain assistance from NCEM when local capabilities are exhausted.

The County requests assistance through the NCEM Western Branch Office from the State EOC. If state resources have been exhausted, NCEM coordinates with DHS and FEMA by requesting external assistance through the Emergency Management Assistance Compact (EMAC) to provide the needed resources and assistance using the Emergency Support Functions (ESFs) as described in the National Response Framework (NRF). The County has linked critical missions to corresponding ESFs.

When the demands of an emergency situation exceed the capacity of the local and state governments to respond, the federal government commits resources from various federal departments and agencies to assist.

During emergency situations, the Governor appoints a state coordinating officer (SCO) to oversee state response and recovery efforts. Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a federal coordinating officer is appointed as the President's representative to coordinate overall delivery of federal assistance. The federal coordinating officer represents the FEMA administrator and coordinates federal activities in support of the state.

# SECTION 3

## ROLES AND RESPONSIBILITIES

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This section provides an overview of the roles and responsibilities identified for County departments and agencies as well as other key state, federal, and private partners. This section identifies who is involved with the EOP and what must be done to effectively respond to and recover from disaster.

### 3.1 Organization

The departments and agencies within County government have emergency functions and responsibilities in addition to their normal duties. County government does not close during emergencies, and all employees should report to work unless they are unable to travel to their workplace and/or instructed to stay home by a supervisor. Additionally, in some cases, County employees may be instructed to report to an alternate work location. Each department and agency is responsible for developing and maintaining internal emergency management and continuity procedures to support the EOP. Internal department and agency emergency plans and documents are identified in Attachment 1: Authorities and References. The County Manager and Department Directors may assign various tasks to County employees to support County response and recovery operations. These tasks may be very different from normal job requirements. Listed below are the specific duties and responsibilities for selected County government departments and agencies.

### 3.2 Assignment of Responsibilities

#### 3.2.1 Primary Agencies

Primary agencies are those agencies identified with lead roles and responsibilities in one (or multiple) EOP Annexes.

##### **Chairman, Board of County Commissioners**

- a. Assume executive direction of emergency operations and monitor the overall situation.
- b. As required, declare a State of Emergency at the county level.
- c. If needed, request assistance from state government agencies through the Emergency Management Coordinator.
- d. Ensure that damage assessments and other necessary reports are forwarded to NCEM.
  - Municipalities submit reports to the Emergency Management Coordinator.
- e. In consultation with the members of the Board of County Commissioners, carry out appropriate provisions of state general statutes, in addition to local ordinances relating to emergencies, as the situation requires.

# SECTION 3 ROLES AND RESPONSIBILITIES

## Primary and Support Roles of Chairman, Board of County Commissioners

County Mission	Direction and Control	Public Information	Public Health	Evacuation	Shelter and Mass Care	Damage Assessment	Resource Management
National Response Framework	ESF 5 - Emergency Management	ESF 15 - External Affairs	ESF 8 - Public Health and Medical Services	ESF 5 - Emergency Management	ESF 6 - Mass Care, Emergency Assistance, Housing and Human Services	ESF 3 - Public Works and Engineering	ESF 7 - Logistics Management and Resource Support
Chairman, Board of County Commissioners	Primary Agency	Support Agency	Support Agency	Primary Agency	Support Agency	Support Agency	Support Agency

### County Manager

- a. Ensure that government agencies develop and maintain internal SOG's to respond to emergencies. This includes review and revision of the procedures listed in the annexes to the EOP.
- b. Ensure that exercises and tests of the emergency systems are conducted on a regular scheduled basis.
- c. Ensure that representatives from the various departments are designated to report to the EOC upon activation to assist with direction and control.
- d. Develop a roster of key personnel who must remain on duty during an emergency or return subsequent to an evacuation to relieve other key workers.
- e. When directed, the County Manager acts on behalf of the Board of County Commissioners in the control of emergency operations and the implementation of emergency policies/ordinances, as required.
- f. Monitor and approve the expenditure of funds to support emergency operations.
- g. Ensure all agencies (including the EOC) maintain administrative and financial records during emergency operations.
- h. Monitor the activities of the Cabarrus County Local Emergency Planning Committee (LEPC). Ensure that Chairman of the LEPC collects and maintains required reports from facilities having hazardous materials.
- i. Report to the EOC upon activation.

## Primary and Support Roles of County Manager

County Mission	Direction and Control	Public Information	Evacuation	Resource Management
National Response Framework	ESF 5 - Emergency Management	ESF 15 - External Affairs	ESF 5 - Emergency Management	ESF 7 - Logistics Management and Resource Support
County Manager	Support Agency	Support Agency	Support Agency	Support Agency

# SECTION 3

## ROLES AND RESPONSIBILITIES

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### **Emergency Management**

- a. Cabarrus County Emergency Management is responsible for the planning, preparation, and execution of County emergency response operations. The Emergency Management Coordinator reports to the Chairman of the Board of County Commissioners and the County Manager. The Coordinator performs assigned duties according to state statutes and local ordinances.
- b. Emergency Management has incorporated NIMS and the Incident Command System (ICS) into all emergency planning and operations.
- c. Prior to emergency situations, the department develops plans and procedures to prepare the county for possible hazards. This includes:
  - (1) Develop, coordinate, and update the EOP in accordance with State and Federal guidelines.
  - (2) The Emergency Management Coordinator serves as the Community Emergency Coordinator for Hazardous Materials as defined by SARA Title III. The Coordinator maintains liaison with the Facility Emergency Coordinators through the LEPC.
  - (3) Coordinate planning and response efforts with other county municipalities for incidents that could affect multiple jurisdictions.
  - (4) Establish and equip the EOC:
    - Organize the EOC to provide the command, control, and communications for response operations on a continuous basis.
    - Acquire maps, status boards and other display devices to assist command and control efforts.
    - Obtain stocks of food, water, and other equipment necessary for the effective operations of the EOC and staff.
    - Coordinate the use of the Sheriff's Office kitchen to feed EOC personnel during emergencies.
  - (5) Develop communications and information technology systems to provide primary and secondary communications systems to the EOC staff (both fixed and mobile, if necessary).
  - (6) Develop and implement a system to manage information during emergencies (including internal messages) and to disseminate it to other levels of government and non-government organizations.
  - (7) Train emergency management personnel in all aspects of their duties and provide training opportunities to all personnel for professional development within their assigned areas of responsibility.
  - (8) Develop a reserve of trained radiological monitors to support radiological tracking operations within the county.
  - (9) Identify those personnel and agencies required to support emergency response operations.
    - Develop and maintain alert roster(s) of key county personnel that are notified and called to duty during emergencies. Develop contact list for city/town public safety agencies.
  - (10) Develop and maintain mutual aid agreements with local municipalities and neighboring jurisdictions to support county emergency operations.

## SECTION 3

# ROLES AND RESPONSIBILITIES

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(11) Analyze personnel and equipment requirements to meet potential hazards. Create and maintain a current inventory of available resources and facilities in the County that could be used to support emergency operations. This includes government and non-government assets that may be called in to assist county efforts.

(12) Identify and arrange the survey of potential shelter locations within Cabarrus County.

(13) Identify potential evacuation areas using the County's hazard analysis. Develop warning and evacuation procedures and exit routes. Include plans for the relocation of county residents into other jurisdictions.

(14) Identify those with functional needs or groups that will require assistance during an evacuation. Verify that any institutions housing those with functional needs have written evacuation and relocation procedures on hand.

(15) Develop a schedule to test and maintain the EOC facility and other emergency equipment.

(16) Coordinate exercises to test the emergency plans within the county.

d. During emergency situations, the Emergency Management Coordinator acts as the EOC Manager coordinating county response operations. To accomplish these tasks the Emergency Management Coordinator/EOC Management performs the following duties:

(1) Alert staff and activate the EOC when notified of impending or existing emergency situations. Plan for continuous operations.

(2) Contact IAM to maintain the Sheriff's Office generator for back-up power to the EOC.

(3) Maintain an operational journal/event log during the emergency. Monitor and authenticate reports to and from the EOC.

(4) Conduct scheduled briefings and periodic updates as required.

(5) Receive requests for assistance from municipalities and agencies within the County and direct aid to areas where needed. Set priorities for available resources and implement controls on these resources while restoring essential services.

(6) As necessary, request additional assistance from the North Carolina Division of Emergency Management. Disseminate information through Public Information Officer (PIO) during emergency situations. Assist the PIO in developing and maintaining a public information/education program.

(7) Coordinate with the American Red Cross – Southern Piedmont Chapter representative to activate reception and shelter areas within the county. Also, coordinate with adjoining counties for additional shelter support as needed.

e. After the emergency situation has subsided or passed, recovery operations begin. The Emergency Management Coordinator directs local recovery operations and coordinates the activities of private, State, and Federal agencies/organizations.

(1) Train, equip, and deploy trained damage assessment teams during recovery operations.

(2) Oversee recovery operations at hazardous materials incidents to insure the safety of the public and protection of the environment.

(3) At the direction of the Chairman of the Board of County Commissioners, initiate the return of evacuees to homes when safe to do so. Monitor the progress and modify evacuation procedures when needed.

(4) Work with the Western Branch Office of NCEM to organize and equip DHS/FEMA Disaster Assistance Centers within the county.

# SECTION 3

## ROLES AND RESPONSIBILITIES

(5) Assist with identification and notification of applicants eligible for Public Assistance programs (Federal, State, and local government entities, private non-profit organizations, etc.).

f. In the event of an emergency involving the MNS, the existing response procedures remain in effect. The Emergency Management Coordinator serves as the principal contact for emergency notification of incidents involving the MNS and informs the appropriate local officials. The Emergency Management Coordinator maintains contact with the Western Branch Office during a Fixed Nuclear Facility Incident. The Emergency Management Coordinator activates the EOC should the incident escalate to a Site Area Emergency or General Emergency.

### Primary and Support Roles of Emergency Management

County Mission	Emergency Management is either a support or primary agency for each of the identified County Missions and ESF's
National Response Framework	
Emergency Management	

### **County Fire Marshal**

- a. Analyze fire potential and plan for coordination of structural firefighting operations throughout the County.
- b. Serve as a technical advisor to county agencies and county leadership on potential hazards created by fires and hazardous materials accidents.
- c. Develop mutual aid agreements between all county fire departments.
- d. Prepare inventories of fire equipment and personnel.
- e. Report to the county EOC upon activation. The County Fire Marshal is assigned to the Operations Group in the EOC.
- f. Coordinate fire department operations and activate mutual aid agreements with surrounding counties or municipalities as needed.
- g. Coordinate additional support personnel to assist in traffic control and damage assessment operations.
- h. During recovery operations, conduct fire inspections of vital facilities and shelter sites.
- i. Supervises the County Radiological Officer during any emergency situation involving radioactive materials.
- j. Develop and maintain a Radiological Protection System in accordance with Federal/State laws and guidelines. Establish a distribution system for radiological protection equipment.
- k. Ensures that the County Radiological Officer conducts annual training of key personnel involved with radiological monitoring or response.
- l. During an emergency situation involving the MNS; the County Radiological Officer performs the following duties:
  - Establish and operate the County Reception Center.
  - Provide radiological monitoring support to hazardous materials response teams as needed.

# SECTION 3

## ROLES AND RESPONSIBILITIES

- Coordinate with the PIO to prepare information briefings during radiological emergencies.

### Primary and Support Roles of County Fire Marshal

County Mission	Direction and Control	Communications	Notification and Warning	Fire Protection	Emergency Medical Services	Search and Rescue	Evacuation	Damage Assessment	Resource Management
National Response Framework	ESF 5 – Emergency Management	ESF 2 - Communications	ESF 5 – Emergency Management ESF 13 – Public Safety and Security	ESF 4 - Firefighting	ESF 8 – Public Health and Medical Services	ESF 9 – Search and Rescue	ESF 5 – Emergency Management	ESF 3 – Public Works and Engineering	ESF 7 – Logistics Management and Resource Support
County Fire Marshal	Support Agency	Support Agency	Support Agency	Primary Agency	Support Agency	Support Agency	Support Agency	Support Agency	Support Agency

#### **Cabarrus Health Alliance (CHA) (Public and Environmental Health)**

- a. Report to the EOC upon activation. The CHA Director is assigned to the Coordination Group.
- b. Develop and maintain procedures for emergency public health operations during emergency operations.
- c. Coordinate activities to evaluate, detect, prevent, and control communicable disease, monitor waste disposal, and conduct vector/vermin control. If practicable, continue inspection of public restaurants/food handling sites during emergency situations.
- d. Maintain mutual aid agreements with surrounding counties to supplement local public health services support in emergency situations.
- e. Coordinate with laboratory facilities to assist with evaluation of potential contamination.
- f. Support shelter operations throughout the County. Inspect food, water, and sanitation facilities in shelters.
- g. Provide nursing staff to assist with medical care and medication needs in County shelters, as available.
- h. Eliminate public health nuisances and imminent hazards pursuant to G.S. 130A-19 and 130A-20.
- i. As required, exercise isolation and quarantine authority pursuant to G.S. 130A-145.
- j. Coordinate with the PIO on emergency health awareness and public information programs. This function is carried out by the CHA PIO.
- k. During a hazardous materials or radiological release incident, be prepared to provide personnel to assist state agencies in monitoring and gathering of samples from food handling/processing facilities.
- l. Maintain the County supply of thyroid blocking agent Potassium Iodide (KI) for use by emergency responders, County residents, evacuees, and institutionalized persons. Issue this medication when advised by the State Health Director to those personnel designated by the Emergency Management Coordinator.



## SECTION 3 ROLES AND RESPONSIBILITIES

- m. Maintain the Cabarrus County Pandemic Disease Plan for the response to a pandemic disease event. As needed, execute the plan within the County and control the medical-technical aspects of the response operations.
- n. The CHA Director is responsible for the Strategic National Stockpile supplies when this asset is provided to Cabarrus County. The CHA Director will provide for the reception, storage, and employment of the medications and equipment during the response. The distribution of Strategic National Stockpile (SNS) supplies occurs through the use of points of dispensing.
- o. The agency is equipped with points of dispensing trailers and resources that can be deployed across the County. This includes a stockpile of N95 masks and fit testing capabilities.

### Primary and Support Roles of CHA

County Mission	Emergency Medical Services	Public Health	Shelters and Mass Care	Animal Control	Mortuary Services
National Response Framework	ESF 8 – Public Health/Medical Services	ESF 8 – Public Health/Medical Services	ESF 6 – Mass Care, Emergency Assistance, Housing/Human Services	ESF 11 – Agriculture and Natural Resources	ESF 8 – Public Health/Medical Services
CHA	Support Agency	Primary Agency	Support Agency	Support Agency	Support Agency

### **EMS**

- a. EMS holds the primary responsibility for Advanced Life Support (ALS) and emergency medical care for the County. EMS performs the following duties:
- b. The EMS Director or designee reports to the EOC upon activation. The EMS Director is assigned to the Operations Group in the EOC.
- c. Maintain procedures for the dispatch and operations of EMS units during emergency situations.
- d. Provide paramedic level response and will accompany patients requiring ALS intervention to the hospital.
- e. Coordinate on-scene patient care, triage, and transportation with other County and municipal emergency response organizations.
- f. Maintain mutual aid agreements with surrounding counties to supplement local EMS support during emergency situations.
  - For initial incidents, surrounding counties can provide ambulance support within two (2) hours.
  - For larger incidents, there are cross-county agreements in place for EMS personnel to assist in response (with an Emergency Declaration in place).
- g. In the event of a mass casualty incident, coordinate triage, treatment, hospital destination determinations, specialty paramedic deployment, and supervision of all medical personnel on-scene.
- h. Coordinate with Atrium Health Cabarrus on the use of medical facilities during mass casualty incidents.
- i. Assist the regional medical examiner during a mass fatality incident, as needed.

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- j. Maintain policy and procedures for the triage, treatment, transportation, and secondary role of decontamination of casualties resulting from accidents involving radiological or hazardous materials.
- k. During emergency situations, establish a liaison with Atrium Health Cabarrus and maintain communications with other emergency response units in the field.
- l. Coordinate with CHA and Human Services to establish a system to check on residents with functional needs during emergency situations. Be prepared to assist with the transport of medical supplies, oxygen, etc. to those with functional needs.
  - The ability to perform this function is based on the scope of the incident/event.
- m. Maintain liaison with American Red Cross – Southern Piedmont Chapter and other NGO’s during emergencies. As needed, be prepared to treat minor casualties arriving at shelters and provide additional medical resources to these shelters.
- n. Assist with the distribution of mass vaccinations and prophylaxis throughout the County.
- o. Provide medical support and surveillance for emergency workers at incidents involving tactical, collapse, radiological or hazardous materials.
- p. Specialized care and patient movement equipment is available from the EMS Disaster Medical Unit and Cabarrus EMS SMAT 3.
  - Additional resources are available through Concord Fire Department.

### Primary and Support Roles of EMS

County Mission	Fire Protection	Emergency Medical Services	Search and Rescue	Public Health	Evacuation	Transportation	Shelter/Mass Care	Mortuary Services
National Response Framework	ESF 4 – Firefighting	ESF 8 – Public Health/ Medical Services	ESF 9 – Search/Rescue	ESF 8 – Public Health/ Medical Services	ESF 5 – Emergency Management	ESF 1 – Transportation	ESF 6 – Mass Care, Emergency Assistance, Housing/ Human Services	ESF 8 – Public Health/ Medical Services
EMS	Support Agency	Primary Agency	Support Agency	Support Agency	Support Agency	Support Agency	Support Agency	Support Agency

### **Cabarrus County Transportation Service (CCTS)**

- a. Report to the EOC upon activation. The Director of CCTS or designee is assigned to the Resource Group.
- b. Provide vehicles from the CCTS to support emergency transportation requirements.
  - During emergency response and recovery operations, all transportation resources are managed through the EOC.
  - Vehicles include handicapped-accessible vehicles for those with functional needs.
- c. Maintain notification/activation procedures for CCTS personnel and facilities during emergency operations.
- d. Provide shuttle service for key personnel during emergency operations, as needed.

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- e. Coordinate with law enforcement and other emergency services to identify transportation routes for drivers.
- f. Transport supplies and equipment from the County Receiving and Distribution Point (CRDP) to locations designated by the EOC.
- g. Transport damage assessment teams throughout the County, as requested.
- h. Assist with the transportation of shelter residents to see/care for their pets, as available and requested.
- i. CCTS maintains a fenced (secure) parking lot for transportation resources that could be used during emergency response and recovery operations.

### Primary and Support Roles of CCTS

County Mission	Evacuation	Transportation	Damage Assessment	Donations Management	Animal Control
National Response Framework	ESF 5 – Emergency Management	ESF 1 - Transportation	ESF 3 – Public Works	ESF 7 – Logistics Management/Resource Support	ESF 11 – Agriculture/Natural Resources
CCTS	Support Agency	Primary Agency	Support Agency	Support Agency	Support Agency

### **Finance Department/Procurement Services**

- a. The Finance Director or designee reports to the EOC upon activation to serve as the County Finance Officer. The Finance Officer is assigned to the Resource Group.
- b. The Finance Department/Procurement Services is responsible for accounts payable and payroll, budgeting, purchasing, general accounting, and grants for the County.
- c. Provide finance and accounting support to County agencies during emergency operations.
- d. Facilitate the acquisition of resources for emergency response and recovery.
- e. Develop procedures for the timely procurement and delivery of essential resources and supplies through Emergency Purchase Orders.
- f. The Finance Department/Procurement Services manages the County P-cards system. Approximately 200 County employees have County issued P-cards with differing spending limits. The Finance Department/Procurement Services can increase spending limits on specific P-cards remotely.
- g. As an incident or event unfolds, develop financial accounting record procedures for all County agencies and relevant partners to report emergency expenses.
- h. Following an incident or event, create a separate account for emergency-related expenditures and expenses. All emergency response and recovery agencies document all costs incurred during emergency operations.
- i. Assist Emergency Management in incident/event documentation and FEMA reimbursement issues.

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### Primary and Support Roles of Finance Department/Procurement Services

County Mission	Recovery	Resource Management
National Response Framework	ESF 14 – Long Term Community Recovery	ESF 7 – Logistics Management/Resource Support
Finance Department/Procurement Services	Primary Agency	Primary Agency

#### **IAM**

IAM consists of the following divisions: Building Maintenance, Sign Maintenance, Facility Services, Fleet Maintenance, and Grounds Maintenance. IAM also includes Solid Waste services and the County Landfill. IAM is responsible for planning, directing, and providing maintenance and repair to County-leased and owned facilities, grounds, and vehicles. IAM performs the following duties:

- a. Upon activation, the IAM Director or designee reports to the EOC. The IAM Director is assigned to the Resource Group.
- b. Conduct damage assessment at County government facilities.
- c. During a debris-generating event, IAM assists the County in a variety of areas.
  - Direct debris clearance and removal at County facilities.
  - During the recovery operations following an emergency, prepare to accept debris at local landfill sites.
  - Dispose of debris collected during recovery at the landfill.
  - Refer to the DDMP for additional roles and responsibilities during debris-generating events.
- d. Prepare for emergency repair of vital County facilities during emergency operations.
  - Check generator operations and fuel.
  - Check HVAC systems.
  - Fuel vehicles.
- e. Organize and equip IAM teams to provide continuous maintenance and repair support for all emergency vehicles and equipment.
- f. Provide emergency power sources to key facilities and response operations.
  - Operate and maintain all fixed-site and mobile generators.
  - Coordinate with the EOC for the priority of issue for all portable generators.
- g. Assist Human Services and the ARC with establishment and maintenance of shelters.
- h. Coordinate with EOC on the need to activate mutual aid agreements with the municipalities in the County to provide auxiliary equipment for response and recovery operations.

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## Primary and Support Roles of IAM

County Mission	Public Works	Shelters/Mass Care	Damage Assessment	Recovery
National Response Framework	ESF 3 – Public Works/Engineering	ESF 6 – Mass Care, Emergency Assistance, Housing/Human Services	ESF 3 – Public Works/Engineering	ESF 14 – Long Term Community Recovery
IAM	Primary Agency	Support Agency	Support Agency	Primary Agency

### Human Services

- a. The Human Services Director reports to the EOC upon activation. The Human Services Director is assigned to the Coordination Group in the EOC.
- b. Coordinate the continuation of Human Services (social services) to County residents during emergency situations (emergency food stamps, crisis intervention money, etc.). Be prepared to provide emergency benefits within the resources of Human Services.
- c. Coordinate with the CHA, Cardinal Innovations Healthcare and other government and NGO's to provide support personnel during emergency situations.
- d. Develop and maintain mutual aid agreements with surrounding counties to support local human services in emergency situations.
- e. Coordinate with Adult Care homes to ensure development of emergency procedures and policies. All plans will be coordinated with Emergency Management.
- f. Prepare to assist in ARC shelter operations. Coordinate with ARC, Salvation Army, and other NGO's to provide resources and personnel to support shelters throughout the County.
- g. Provide personnel trained to support ARC shelter operations. Be prepared to assist with sheltering, feeding, and distributing supplies as needed.

## Primary and Support Roles of Human Services

County Mission	Notification and Warning	Public Information	Evacuation	Shelter and Mass Care	Recovery
National Response Framework	ESF 5 – Emergency Management ESF 13 – Public Safety and Security	ESF 15 – External Affairs	ESF 5 – Emergency Management	ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services	ESF 14 – Long Term Community Recovery
Human Services	Support Agency	Support Agency	Support Agency	Primary Agency	Primary Agency

### Planning and Development

- a. Planning and Development is responsible for a number of Cabarrus County service areas, including 911 addressing, planning and zoning, construction standards, and soil and water conservation.
- b. Planning and Development provides assistance with mapping and data for land search and rescue operations as well as other Geographic Information System (GIS) related tasks.
- c. Planning and Development also assists with community development and recovery activities (coordinating volunteers, etc.) and provides planning and technical support to the EOC.

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Planning and Development remains engaged through the recovery phase through permitting and technical assistance.

## Primary and Support Roles of Planning and Development

County Mission	Direction and Control
National Response Framework	ESF 5 – Emergency Management
Planning and Development	Support Agency

### Planning and Development - Chief Building Inspector

- a. Report to the EOC upon activation to coordinate use of damage assessment teams. The Chief Building Inspector is designated as the County Damage Assessment Officer (DAO) when the EOC is activated.
- b. Deploy damage assessment teams when directed by the Emergency Management Coordinator.
- c. Maintain organization and procedures for damage assessment, reporting, and accounting.
  - Review and update these procedures annually.
- d. Compile incoming damage reports from all sources in the field.
- e. The EOC staff will transmit these reports to the NCEM Western Branch Office.
- f. Advise the Emergency Management Coordinator and other officials on prioritizing repairs and restoration of vital government facilities during recovery operations.
- g. Train personnel to serve on damage assessment teams within appropriate jurisdictions.

## Primary and Support Roles of Planning and Development – Chief Building Inspector

County Mission	Damage Assessment	Recovery
National Response Framework	ESF 3 – Public Works/Engineering	ESF 14 – Long Term Community Recovery
Planning and Development - Chief Building Inspector	Primary Agency	Primary Agency

### Public Information Officer

- a. Report to the EOC upon activation.
- b. Coordinate gathering, verifying, preparing, approving, and disseminating information to the public during emergency response and recovery operations.
- c. Coordinate messages and information with other PIOs (agency, jurisdiction, states, etc.).
- d. Manage the Joint Information System (JIS) when the County maintains control of the incident/event.
- e. Maintain a current inventory of public information resources.

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- f. Establish and maintain a working relationship with the local media.
- g. Provide emergency information materials for the public including the hearing- impaired and non-English speaking groups.
- h. Develop media advisories for the public as required by the situation.
- i. In the event of a Fixed Nuclear Facility incident, participate in the Joint Information System (JIS) to obtain information for news releases. All other PIO procedures will remain in effect.
- j. Provide information on Federal Disaster Assistance Centers when these locations are opened.

### Primary and Support Roles of PIO

County Mission	Communications	Notification and Warning	Public Information	Fire Protection	Evacuation	Shelter and Mass Care
National Response Framework	ESF 2 – Communications	ESF 5 – Emergency Management ESF 13 – Public Safety and Security	ESF 15 – Public Affairs	ESF 4 – Firefighting	ESF 5- Emergency Management	ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services
Public Information Officer	Primary Agency	Primary Agency	Primary Agency	Support Agency	Primary Agency	Support Agency

### **American Red Cross – Southern Piedmont Chapter**

- a. Report to the EOC or other designated operations areas, upon activation. The Red Cross representative is assigned to the Operations Group.
- b. Conduct shelter and mass care operations during emergency situations.
- c. Provide trained Shelter Managers and supplies for shelter operations.
- d. Identify citizens with functional needs arriving at shelter locations and notify Human Services.
- e. Provide basic equipment for functional needs, as available.
- f. The Cabarrus Chapter has access to a feeding trailer stocked with commercial pots and pans, gas burners, and other capabilities.
  - The trailer is housed in Stanly County.
- g. The Cabarrus Chapter has access to a trailer stocked with cots for shelter locations.
  - Additional cots can be requested from the Charlotte Chapter.
- h. Assist County damage assessment activities, if needed.
- i. Assist in recovery operations, as requested.

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### Primary and Support Roles of American Red Cross – Southern Piedmont Chapter

County Mission	Evacuation	Shelter and Mass Care	Donations Management	Animal Control
National Response Framework	ESF 5 – Emergency Management	ESF 6 – Mass Care, Emergency Assistance, Housing/Human Services	ESF 7 – Logistics Management/Resource Support	ESF 11 – Agriculture and Natural Resources
American Red Cross – Southern Piedmont Chapter	Support Agency	Primary Agency	Support Agency	Support Agency

#### **Sheriff’s Office**

- a. Maintain current internal notification/recall rosters and communications systems.
- b. Assist in notification and warning to the local population of an impending or existing emergency situation.
- c. Develop and maintain mutual aid agreements with law enforcement agencies within the county and adjacent counties.
- d. Conduct law enforcement operations in the County during the emergency period (see Annex E).
- e. Coordinate additional law enforcement support with municipalities within the county, other counties, and the North Carolina State Highway Patrol during response operations. If the situation requires National Guard support, request this support through the county Emergency Management Coordinator.
- f. Provide emergency communications systems (primary and backup) to the county EOC. Upon activation, the communications section notifies all municipalities by radio that the county EOC is open.
- g. The Sheriff’s Office or his/her designee is part of the Operations Group in the EOC and coordinates law enforcement operations from the EOC during emergency situations. Additionally, the Sheriff’s Office directs the kitchen to prepare meals to support EOC personnel as needed.
- h. Provide transportation resources for critical emergency personnel and equipment, as necessary.
- i. Conduct traffic control to facilitate the movement of evacuees to shelters.
- j. Relocate and house jail prisoners during an evacuation of the Detention Center
- k. Provide security and protection of the damaged/evacuated area(s) and critical facilities. Also, control access and movement into these areas.
- l. Provide security for the EOC, County Receiving and Distribution Point, reception centers, shelters, other lodging and feeding facilities during emergency operations.
- m. In accordance with the Cabarrus County Land Search Directive, the Sheriff’s Office is the lead agency for the activation and coordination of search operations within the unincorporated areas of the county.



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## Primary and Support Roles of Sheriff's Office

County Mission	Direction and Control	Communications	Notification and Warning	Public Information	Law Enforcement	Fire Protection	Evacuation	Shelter and Mass Care	Damage Assessment	Recovery	Resource Management
National Response Framework	ESF 5 – Emergency Management	ESF 2 - Communications	ESF 5 – Emergency Management ESF 13 – Public Safety and Security	ESF 15 – External Affairs	ESF 13 – Public Safety and Security	ESF 4 - Firefighting	ESF 5 – Emergency Management	ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services	ESF 3 – Public Works and Engineering	ESF 14 – Long Term Community Recovery	ESF 7 – Logistics Management and Resource Support
Sheriff's Office	Support Agency	Support Agency	Support Agency	Support Agency	Primary Agency	Support Agency	Primary Agency	Support Agency	Support Agency	Support Agency	Support Agency

### Sheriff's Office – Animal Control Officer

- a. Provide animal control facilities and equipment to care for domestic animals belonging to people evacuated to public shelters.
- b. Advise the Emergency Management Coordinator on all issues dealing with animal control during emergency situations.
- c. Request assistance from the local humane society.
  - Coordinate this support with the overall animal control plan.
- d. Continue animal and rabies control during emergency operations.
- e. Provide shelter for pets and livestock at the animal control facility or other facilities provided by private agencies and/or citizens.
- f. Control and assist personnel reentering damaged/hazardous areas to feed livestock and other animals left behind during evacuations.
- g. Refer to Annex O – Animal Control and Protection for additional roles and responsibilities.

### Primary and Support Roles – Sheriff's Office – Animal Control Officer

County Mission	Shelter and Mass Care	Animal Control
National Response Framework	ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services	ESF 11 – Agriculture and Natural Resources
Animal Control Officer	Support Agency	Primary Agency

### Sheriff's Office - Communications Division

- a. Develop procedures for direction of communications and warning systems throughout the County.
  - These procedures must maintain communications between the EOC, field units, shelter facilities, adjacent jurisdictions, and State EOC.
- b. Maintain current internal notification/recall rosters.
- c. Coordinate warning procedures for special locations such as schools, hospitals, nursing homes, major industries, and institutions.
- d. Develop emergency notification and warning procedures to alert the general public to

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impending or existing hazards.

- e. Receive and disseminate warning information and ensure information related to emergency situations is provided to emergency workers, key officials, special locations and the EOC.
- f. Coordinate communications network with surrounding counties and State of North Carolina agencies.
- g. Develop procedures for maintaining and restoring telephone and 911 services during emergencies.
- h. Develop agreements to provide radio repair and maintenance under emergency conditions.
- i. Provide an alternate communications capability in the event the main system fails.
- j. Report to the EOC upon activation and provide direction and control for communications operations. Notify all emergency services in the County when the EOC is opened.
- k. Provide for testing and exercising of the communications, warning, and alerting systems on a monthly basis.

### Primary and Support Roles **of Sheriff's Office** – Communications Division

County Mission	Direction and Control	Communications	Notification and Warning	Public Information	Law Enforcement	Emergency Medical Services	Search and Rescue	Evacuation	Shelter and Mass Care
National Response Framework	ESF 5 – Emergency Management	ESF 2 – Communications	ESF 5 – Emergency Management ESF 13 – Public Safety and Security	ESF 15 – External Affairs	ESF 13 – Public Safety and Security	ESF 8 – Public Health and Medical Services	ESF 9 – Search and Rescue	ESF 5 – Emergency Management	ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services
<b>Sheriff's Office Communications Division</b>	Support Agency	Primary Agency	Primary Agency	Support Agency	Support Agency	Support Agency	Support Agency	Support Agency	Support Agency

### **Tax Administration**

Tax Administration's responsibility is the listing, assessment, and collection of County property taxes and the administration of incentive grants. Tax Administration is composed of four divisions: Personal Property, Real Property, Land Records, and Tax Collections.

- a. Departmental representative(s) report to the EOC and/or a CRDP, upon activation. The Tax Administration representative is assigned to the Resource Group in the EOC.
- b. Assist with damage assessment activities.
  - Tax Administration has generated property record cards that can be used to estimate the level of damage for certain properties.
- c. Coordinate the receiving, management, and distribution of donated goods throughout the County at CRDPs.
- d. Assist with receiving, management, and distribution of cash donations following an incident or event.
- e. Register volunteers from the general public ready to assist the County in recovery activities.
  - Provide updates to the EOC on registered volunteers.

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## Primary and Support Roles of Tax Administration

County Mission	Donations Management	Damage Assessment	Recovery
National Response Framework	ESF 7 – Logistics Management/Resource Support	ESF 3 – Public Works/Engineering	ESF 14 – Long Term Community Recovery
Tax Administration	Primary Agency	Support Agency	Support Agency

### 3.2.2 Support Agencies

Support agencies are those agencies identified with support roles and responsibilities in one (or multiple) Cabarrus County EOP Annexes.

#### Active Living and Parks

- a. Be prepared to open park facilities for response and recovery operations (storage, equipment staging areas, etc.), as needed.
- b. Provide damage assessment for County parks to the EOC or the Emergency Management Coordinator.
- c. During debris-generating events, the Active Living and Parks Department provides support to the County in a number of areas. Refer to the DDMP for additional information on roles and responsibilities.
- d. The Active Living and Parks Department operates two (2) senior centers that offer daily classes and education programs.
  - The Mt. Pleasant facility offers a daily meals program through Human Services. The service feeds approximately 45 people per day.

#### Primary and Support Roles of Active Living and Parks

County Mission	Public Works	Damage Assessment
National Response Framework	ESF 3 – Public Works	ESF 3 – Public Works
Active Living and Parks	Support Agency	Support Agency

#### **Cabarrus Amateur Radio Emergency Service (ARES)**

- a. Report to the EOC, as requested.
  - A radio room is located next to the EOC and available for ARES operations.
  - ARES has additional space available at Atrium Health Cabarrus.
- b. Coordinate with the Sheriff’s Office Communications Division to provide supplemental radio communications during emergency response and recovery.
- c. Provide back-up communications in case of failure of County Communications system.
- d. Provide support across a number of different modes of communications (voice, digital video, satellite).

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- e. Provide amateur radio support for the following:
  - Outlying areas of the County
  - ARC shelters
  - Points of distribution
  - Points of dispensing
  - CRDP
- f. ARES has a club trailer with HF (digital), UHF, and VHF capabilities. The Charlotte ARES group has an ATV repeater that could be requested.
- g. For larger scale events, ARES assists the EOC in requesting and coordinating support from the *Military Auxiliary Radio System (MARS)*, through the State EOC.

### Primary and Support Roles of ARES

County Mission	Communications	Notification and Warning	Shelter & Mass Care
National Response Framework	ESF 2 - Communications	ESF 5 – Emergency Management ESF 13 – Public Safety and Security	ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services
ARES	Support Agency	Support Agency	Support Agency

### **Cabarrus Arena and Events Center**

- a. Prepare the facility(ies) to support emergency response and recovery. Be prepared to remove personnel and equipment from the facility(ies) in order to clear the site for emergency support operations.
 

*Note – In some cases the arena may not be immediately available following certain planned events (fair, monster trucks (dirt floors), etc.).*
- b. On-site facilities include:
  - 6,000 seat arena
  - 70,000 sq. ft. event center
  - 30,000 sq. ft. hall
  - 5,000 sq. ft. banquet room
  - 10,000 sq. ft. storage facility
  - 11 acre midway
- c. Other on-site capabilities, resources, and equipment:
  - Full water, sewer hook ups for 140 campers
  - 2,500 parking spots
  - Full kitchens and kitchen equipment
  - 2 locker rooms with 6 showers each (4 Americans With Disabilities Act [ADA] accessible, family friendly)

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- Forklifts, pallet jacks, scissor lift, flatbed golf carts, bobcats, riding lawnmowers
- d. Operate and maintain fixed generators to provide emergency power to the facility.
- e. Assist in establishing the CRDP and the donated goods management area at the Events Center.
- f. Once established, support CRDP operations:
  - Provide forklift and operators.
  - Provide communications support to CRDP staff.
  - Provide a liaison to the CRDP Manager to address any issues on the facility.
- g. Prepare the Cabarrus Arena for use in shelter operations. Shelter operations require the floor space to be clear of all equipment, displays, etc., to permit the use of cots, hospital beds, medical equipment, etc.
- h. Clear the Fair Midway area of all equipment, vehicles, and personnel in order to establish a helicopter landing zone.

### Primary and Support Roles of Cabarrus Arena and Events Center

County Mission	Shelter & Mass Care	Resource Management	Donations Management
National Response Framework	ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services	ESF 7 – Logistics Management and Resource Support	ESF 7 – Logistics Management and Resource Support
Cabarrus Arena and Events Center	Support Agency	Support Agency	Support Agency

### **Cabarrus County Schools**

- a. Provide Liaison Officer(s) to the EOC for the duration of the emergency, as requested.
- b. Maintain notification, warning, and school evacuation procedures for emergency situations.
- c. Identify protected areas in each school to be used as safety rooms if time does not permit evacuation of school population.
- d. Be prepared to provide school facilities to be used as shelters or other emergency operations facilities (staging areas, points of distribution, points of dispensing, Disaster Assistance Center, etc.).
- e. Provide resources from the County school system to support emergency response and recovery operations. The school system will:
  - Provide support personnel (school custodians, cafeteria staff, counselors, bus drivers, administrators) to assist, as available.
  - Provide buses and drivers to support transportation operations.
  - Provide fuel support for vehicles used in emergency operations, as necessary and requested.
  - Fuel station locations:

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## Primary and Support Roles of Cabarrus County Schools

County Mission	Evacuation	Transportation	Shelters/Mass Care
National Response Framework	ESF 5 – Emergency Management	ESF 1 – Transportation	ESF 6 – Mass Care, Emergency Assistance, Housing/Human Services
Cabarrus County Schools	Support Agency	Support Agency	Support Agency

### **Water and Sewer Authority of Cabarrus County (WSACC)**

- a. WSACC is an independent, incorporated public body supporting five jurisdictions (Cabarrus County, City of Concord, Town of Harrisburg, City of Kannapolis and Town of Mt. Pleasant).
- b. WSACC is the primary planning agent for water and sewer facilities, provides wholesale wastewater transportation and treatment for its organizing jurisdictions, and provides reservoir management for some, or all, of its jurisdictions.
- c. Additionally, WSACC plans for the provision of wholesale water and may, when tasked by its organizing jurisdictions, provide retail water and sewer service. There are three wastewater treatment plants in the County: Rocky River, Muddy Creek, and Mt. Pleasant.
- d. WSACC controls the system accumulating and treating wastewater. This includes wastewater treatment for municipalities within the County, management of the Mt. Pleasant Water Treatment Plant and the Coddle Creek Reservoir.
- e. Maintain and make available equipment to support emergency response and recovery, as available. Authority equipment includes:
  - o Dump trucks, excavators, standard trucks and large generators
- f. Advise the Emergency Management Coordinator on the status of the water supply, water storage areas, and treatment facilities.
- g. If needed, provide a Liaison Officer to the County EOC for the duration of the emergency.

## Primary and Support Roles of WSACC

County Mission	Public Works
National Response Framework	ESF 3 – Public Works and Engineering
WSACC	Support Agency

### **Cardinal Innovations Healthcare**

Cardinal Innovations Healthcare is the regional mental health care management authority that coordinates mental health care for Cabarrus, Mecklenburg, Davidson, Rowan, Stanly, Union, Alamance, Caswell, Franklin, Granville, Halifax, Vance, Warren, Orange, Person, and Chatham Counties.

- a. Provide assistance in the form of linking County residents with the correct service provider.
- b. During shelter operations, the ARC makes the determination on whether mental health services are needed and Cardinal Innovations Healthcare links the individual to a service provider.
- c. Provide crisis counseling assistance to emergency response personnel and volunteers during emergency response and recovery operations.

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## Primary and Support Roles of Cardinal Innovations Healthcare

County Mission	Public Health	Shelter and Mass Care
National Response Framework	ESF 8 – Public Health and Medical Services	ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services
Cardinal Innovations Healthcare	Support Agency	Support Agency

### **Cooperative Extension**

- a. Act as liaison to the agricultural community during emergency response and recovery.
- b. Maintain contact with the N.C. State University Cooperative Extension Service representative at the State EOC.
- c. In the event of a nuclear material release, report to the EOC to advise on possible impacts on agriculture.
- d. The agency can assist in identifying agricultural and farmland areas throughout the County.
- e. Assist sampling teams operating in the County during radiological or hazardous materials incidents that would affect livestock or crops.
- f. Provide trained personnel to assist agricultural damage assessment teams in the County.
- g. Assist the Emergency Management Coordinator in identifying and coordinating assistance needed by farmers/agricultural workers during recovery operations.
- h. The agency provides information to the PIO for dissemination to the public, as necessary.
- i. The Department of Water Quality (DWQ) ensures that swine lagoons are designed and built appropriately.
- j. Assist with food safety issues.
  - Answer food safety questions
  - Provide information on food storage
- k. Assist with disposal of dead animal carcasses, as necessary.
- l. Can provide assistance in lining County residents up with other agencies and organizations for specific service needs. For example, lining a farm up with animal care/veterinary services following an emergency.
- m. Provide personnel to assist in the EOC, as requested.

## Primary and Support Roles of Cooperative Extension

County Mission	Damage Assessment	Animal Control
National Response Framework	ESF 3 – Public Works/Engineering	ESF 11 – Agriculture/Natural Resources
Cooperative Extension	Support Agency	Support Agency

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## Human Resources

- a. Human Resources personnel can assist with administrative and computer related tasks. During longer duration incidents or events, Human Resources may provide personnel to assist in the EOC.
- b. Human Resources assists in hiring of necessary auxiliary employees to support with emergency response and recovery.
- c. Provide assistance with County Connect system and coordinating departments following an emergency.
  - This includes gathering and disseminating contact information for County departments and agencies.

### Primary and Support Roles of Human Resources

County Mission	Direction and Control
National Response Framework	ESF 5 – Emergency Management
Human Resources	Support Agency

## ITS

ITS supports internal and external users by promoting enterprise information processes, providing access to information resources, and protecting information integrity.

- a. Report to the EOC upon activation. The Director of ITS or designee is assigned to the Coordination Group.
- b. Maintain the County 911 system.
- c. Maintain the CAD system.
- d. Maintain telephones and computers
- e. ITS is responsible for two (2) data centers that support County government operations.
- f. Work with the Emergency Management Coordinator to determine available computers and other IS-related equipment for emergency response and recovery operations.
- g. Through the GIS function, develop maps and other graphics and data, as requested.
- h. Manage the County website homepage.
- i. ITS has the ability to activate “red” messages to provide critical information to other departments and citizens.
- j. ITS also has a “dark site” in place for emergency situations.

### Primary and Support Roles of ITS

County Mission	Direction and Control
National Response Framework	ESF 5 – Emergency Management
ITS	Support Agency



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### Library System

- a. Libraries have a number of personnel who can assist the /EOC following an incident or event.
  - This includes help with administrative and computer tasks.
- b. Library personnel can also assist with research and documentation.
- c. Following an incident or event, library locations could be used in a number of capacities:
  - Disaster recovery center
  - Points of distribution/points of dispensing
  - Personal comfort sites (warm up/cool down, charge phones, internet access, etc.)
- d. There are (4) libraries in the County:
  - Concord Branch – 26,000 sq.ft.
  - Harrisburg Branch – 10,000 sq.ft.
  - Kannapolis Branch – 15,000 sq.ft.
  - Mt. Pleasant Branch – 3,500 sq.ft.
- e. Each library has a conference room and other space available.

#### Primary and Support Roles of Library System

County Mission	Direction and Control
National Response Framework	ESF 5 – Emergency Management
Library System	Support Agency

### Medical Examiner

- a. Cabarrus County does not have a designated ME. A mass fatality event would require medical examiner support. The North Carolina Office of the Chief Medical Examiner (OCME) a division of the North Carolina Department of Health and Human Services (NCDHHS), maintains the North Carolina Medical Examiner System, a network of over 600 medical doctors throughout North Carolina who investigate deaths of a suspicious, unusual or unnatural nature.
- b. The Emergency Management Coordinator requests this support through Atrium Health Cabarrus. OCME assigns personnel to support the county, which initially comes from the regional OCME office in Charlotte.
- c. When activated, the medical examiner develops procedures to recover, identify, and register fatalities during emergency situations.
- d. The medical examiner determines the cause of death, notifies next-of-kin, and releases the remains and personal effects to proper representatives. The medical examiner issues death certificates and supervise the location and transportation of remains.
- e. The medical examiner identifies the resources needed to establish an adequate morgue system in the event of mass fatalities.

## SECTION 3 ROLES AND RESPONSIBILITIES

- f. The medical examiner directs the expansion of any fixed and temporary morgue capability. The ME coordinates with EMS, funeral directors, ambulance services, pathologists, American Red Cross, dentists, X-ray technicians and law enforcement agencies to provide support to mortuary operations as needed.
- g. If needed, the medical examiner requests assistance from a Disaster Mortuary Team (DMORT). The Emergency Management Coordinator requests this support through NCEM.
- h. The medical examiner coordinates all press releases with the PIO prior to release to the media.

### Primary and Support Roles of Medical Examiner

County Mission	Public Health	Mortuary Affairs
National Response Framework	ESF 8 – Public Health and Medical Services	ESF 8 – Public Health and Medical Services
Medical Examiner	Support Agency	Primary Agency

### Register of Deeds

- a. Following an incident or event, the Register of Deeds will continue to assist County residents with a variety of records and documentation:
  - Birth certificates
  - Death certificates
  - Land and records
  - Marriage licenses
- b. During longer duration incidents or events, the Register of Deeds can provide personnel to assist in the EOC.

### Primary and Support Roles of Register of Deeds

County Mission	Direction and Control
National Response Framework	ESF 5 – Emergency Management
Register of Deeds	Support Agency

### Risk Management

- a. A member of Risk Management will serve as the Safety Officer in the EOC.
- b. Following an emergency, Risk Management will continue to provide a variety of assistance and support to the County through the following:
  - Oversee insurance for the County (property and liability).
  - Ensure continued Occupational Safety and Health Administration (OSHA) compliance.

# SECTION 3 ROLES AND RESPONSIBILITIES

- Oversee the indemnification of contracts (proper insurance, etc.).
  - Continue to ensure ADA compliance in County facilities (may include shelter locations).
  - Conduct safety inspections.
  - Conduct accident review (County employees in work, citizens on County properties).
- c. Risk Management maintains a master list of trainings for all County employees.
  - d. Risk Management maintains a master list of all County-owned equipment and vehicles.
  - e. Risk Management is prepared to assist the EOC in a variety of tasks, as requested.

### Primary and Support Roles of Risk Management

County Mission	Direction and Control
National Response Framework	ESF 5 – Emergency Management
Risk Management	Support Agency

### **Veterans Service**

- a. The Veterans Service Director is prepared to assist the EOC following an incident or event. The Veterans Service Director will be rolled into the Emergency Management functions/tasks.
- b. During catastrophic/countywide events, other Veterans Service employees are available to assist, as necessary.

### Primary and Support Roles of Veterans Service

County Mission	Direction and Control
National Response Framework	ESF 5 – Emergency Management
Veterans Service	Support Agency

## 3.3 State and Federal Departments and Agencies

### State Agencies

- North Carolina Department of Agriculture and Consumer Services (NCDA&CS)
- North Carolina Department of Environmental Quality (NCDEQ)
- North Carolina Department of Health and Human Services (NCDHHS)
- North Carolina Department of Labor
- North Carolina Department of Public Safety (NCDPS)

## SECTION 3 ROLES AND RESPONSIBILITIES

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### State Agencies (Continued)

- North Carolina Department of Transportation (NCDOT)
- North Carolina Division of Public Health
- North Carolina Emergency Management (NCEM)
- North Carolina Office of Emergency Medical Services (OEMS)
- North Carolina Office of the State Fire Marshal (OSFM)
- North Carolina State Bureau of Investigation (SBI)
- North Carolina State Highway Patrol (SHP)

### Federal Agencies

- Federal Emergency Management Agency (FEMA)

# SECTION 4

## DIRECTION AND CONTROL

---

This section describes the systems used in Cabarrus County to facilitate direction and control operations. Cabarrus County adheres to NIMS and ICS. Additionally, County emergency operations missions (functions and tasks) are linked to a corresponding ESF identified in the NRF. Annex A – Direction and Control provides a detailed description of emergency direction and control for Cabarrus County.

### 4.1 NIMS

NIMS provides a systematic, proactive approach to guide departments and agencies at all government levels, in NGO's, and in the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents—regardless of cause, size, location, or complexity—in order to reduce the loss of life and property and harm to the environment. NIMS represents a core set of doctrine, concepts, principles, terminology, and organizational processes that enables effective, efficient, and collaborative incident management. FEMA requires emergency management personnel to possess a baseline understanding of NIMS concepts and principles.

#### Five Components of NIMS:

- Preparedness
- Communications and Information Management
- Resource Management
- Command and Management
- Ongoing Management and Maintenance

#### 4.1.1 ICS

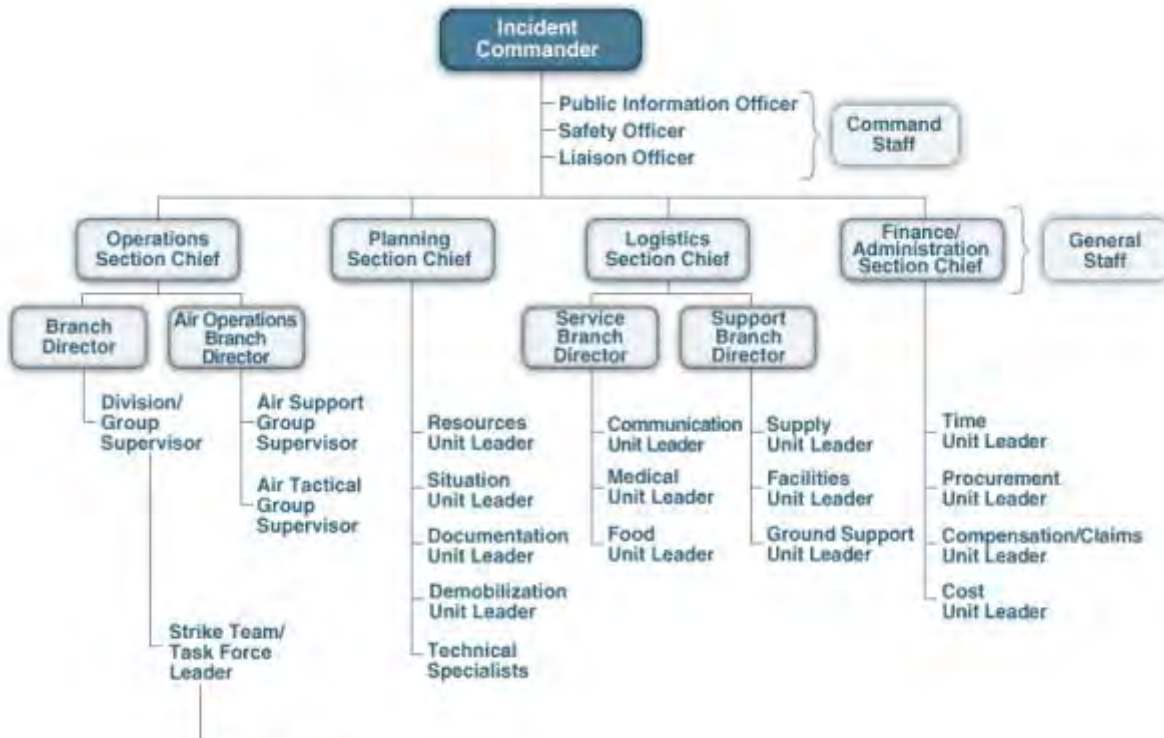
ICS is applicable across a wide spectrum of incidents that may differ in terms of size, scope, and complexity. ICS is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private
- Establishes common processes for planning and managing resources

ICS is usually organized around five major functional areas: Command, Operations, Planning, Logistics, and Finance/Administration.

# SECTION 4 DIRECTION AND CONTROL

Exhibit 4-1  
ICS Organizational Chart



- **Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander.
- **Section:** The organization level having functional responsibility for primary segments of incident management (Operations, Planning, Logistics, Finance/Administration). The Section level is organizationally between Branch and Incident Commander.
- **Branch:** That organizational level having functional, geographical, or jurisdictional responsibility for major parts of the incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals, by function, or by jurisdictional name.
- **Division:** That organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.
- **Group:** Groups are established to divide the incident into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section.
- **Unit:** That organization element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.
- **Task Force:** A group of resources with common communications and a leader that may be pre-established and sent to an incident, or formed at an incident.
- **Strike Team:** Specified combinations of the same kind and type of resources, with common communications and a leader.
- **Single Resource:** An individual piece of equipment and its personnel complement, or an established crew or team of individuals with an identified work supervisor that can be used on an incident.

# SECTION 4 DIRECTION AND CONTROL

## 4.2 NRF

The NRF presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies, from the smallest incident to the largest catastrophe. The NRF also defines the federal government's role in providing response and recovery assistance to the states and local governments during and after emergencies. The NRF is always in effect, and elements can be implemented at any level at any time.

Under the NRF, County departments and agencies have been assigned primary and support agency responsibilities for various County missions linked to the 15 ESF's. Refer to exhibit 4-2 for a County Mission to ESF Matrix.

Exhibit 4-2  
County Mission to ESF Matrix

NRF & ESF	County Missions
ESF #1 – Transportation	Transportation
ESF #2 – Communications	Communications
ESF #3 – Public Works and Engineering	Public Works
	Damage Assessment
	Recovery
ESF #4 – Firefighting	Fire Protection
ESF #5 –Emergency Management	Direction and Control
	Notification
	Evacuation
ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services	Shelter and Mass Care
ESF #7 – Logistics Management and Resource Support	Resource Management
	Donations Management
ESF #8 – Public Health and Medical Services	Emergency Medical Services
	Public Health
	Mortuary Affairs
ESF #9 – Search and Rescue	Search and Rescue
ESF #10 – Oil and Hazardous Materials Response	LEPC
	Fire Departments
ESF #11 – Agriculture and Natural Resources	Animal Control

# SECTION 4 DIRECTION AND CONTROL

NRF & ESF	County Missions
ESF #11 – Agriculture and Natural Resources (Continued)	Cooperative Extension
	Lomax Farm Manager
ESF #12 - Energy	Public Works
ESF #13 – Public Safety and Security	Warning
	Law Enforcement
ESF #14 – Long Term Community Recovery	Community Recovery
ESF #15 – External Affairs	Public Information

## 4.3 Continuity of Government

### 4.3.1 General

Emergency situations could result in disruption of government functions. This possibility requires that all levels of local government and their departments develop and maintain procedures to ensure continuity of government. These procedures include the chain of command should an elected official or department head not be available to perform his/her duties.

- Refer to COOP for additional information on continuity planning and procedures.

### 4.3.2 Preservation of Vital Records

Each department and agency is responsible for the preservation of essential records to ensure continuity of normal operations during an emergency incident or event.

### 4.3.3 Order of Succession

Each annex to this plan identifies the orders of succession (specific to the annex/County mission) for identified primary agencies.

Individual departments and agencies have established internal order of succession.

Order of succession for the Board of County Commissioners proceeds from the Chairman to the members of the Board in accordance with County policy.

### 4.3.4 Relocation of Government

Key County government personnel operate from the EOC (or other designated location) if the situation does not permit the normal use of County government facilities.

If the primary EOC is uninhabitable, emergency operations are relocated to the secondary EOC.

For detailed information on the relocation of government and continuity of operations, refer to the COOP.

Municipal governments relocate to facilities within their jurisdiction capable of providing required support during emergency operations. The County may be able to provide limited space to other municipal governments during emergencies, as available.



# SECTION 5

## ADMINISTRATION AND LOGISTICS

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### 5.1 General

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

**Consumer protection.** The EOC refers consumer complaints pertaining to alleged unfair or illegal business practices during emergencies to the State Attorney General's Consumer Protection Division.

### 5.2 Incident/Event Financing

Large-scale spending is authorized by the Board of County Commissioners, as requested by the EOC and/or Emergency Management Coordinator.

The Emergency Management Coordinator, the Contracting Officer, and the Deputy County Manager are authorized to release funds for immediate emergency use.

Spending limits are set by the Board of County Commissioners or Finance Director based on the situation and funds available.

### 5.3 Records and Reports

Agreements and Understandings Response and recovery missions are assigned and tracked by Emergency Management from the EOC.

Once a mission is assigned by the EOC, the Finance Department/Procurement Services tracks and maintains all expenditures and obligations during emergency operations. This includes any contract labor, contract equipment, employee overtime hours, County equipment usage, and supplies used during operations.

The Finance Department/Procurement Services tracks and records all data relevant for FEMA reimbursement.

### 5.4 Agreements and Understandings

Agreements and understandings are entered into only by duly authorized County officials and are to be formalized in writing whenever possible prior to emergency situations.

The Emergency Management Coordinator will request assistance from other jurisdictions should local government resources prove to be inadequate during emergency operations.

These requests will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or temporary mutual aid agreements and understandings.

Local municipalities will request state and federal resources only through the Emergency Management Coordinator or EOC. The EOC staff will then forward these requests to NCEM.

Organizations tasked with responsibilities in the implementation of this plan provide their own administrative and logistical support.

In addition, these organizations maintain a resource list needed to carry out their emergency missions.

If state resources have been exhausted, NCEM coordinates with DHS and FEMA by requesting external assistance through the EMAC to provide the needed resources and assistance using the ESF(s) as described in the NRF.

## SECTION 6 PLAN MAINTENANCE

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This EOP is developed under the authority of the County, Emergency Management, and the departments and agencies identified in the plan. Maintaining a viable plan includes constant revisions, trainings, and exercises as well as after action reporting. The information presented below identifies plan updates, testing and exercises, as well as after action reporting.

### 6.1 Plan Updates

The EOP should be reviewed and revised on an annual basis as well as after an exercise, training, or an actual incident requiring plan activation. Emergency Management is the lead department in plan review and revision. It is recommended that the plan be reviewed and revised in coordination with other plans and documents included in the emergency management program (refer to exhibit 1-1). During the periods between the formal review and approval process there will likely be a number of minor changes to items such as personnel information, contact numbers, etc., that should proceed without approval by the Board of County Commissioners. Additionally, changes in authorities, references and best practices should also be considered. The Emergency Management Coordinator is responsible for coordinating and making such revisions.

### 6.2 Plan Testing, Training, and Exercises

The plan should be exercised on an annual basis according to policies and principles identified by the Homeland Security Exercise and Evaluation Program (HSEEP). It is recommended that the exercise planning team utilize the building block approach identified by HSEEP to train, test, and exercise the plan. Refer to Attachment F for information on exercises and after action reporting.

### 6.3 After Action Review and Reporting

Following a training, test, exercise, or plan activation, an after action report identifying strengths as well as area for improvements should be completed. During the next plan review, findings identified in the after action report should be considered for incorporation into the updated plan.

# Attachment A

## AUTHORITIES AND REFERENCES

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The following authorities and references are listed for reference purposes only and are not included in this planning document. Request for specific authorities and references listed should be directed to the publishing entity.

### **Local:**

- Cabarrus County Emergency Planning and Sheltering, University of North Carolina at Chapel Hill Capstone 2012
- Cabarrus County Fire Protection Study, 2012
- Cabarrus County Pandemic Influenza Plan. March, 2007
- Code of Ordinances, Cabarrus County, Chapter 22, Article II, Emergency Management
- Code of Ordinances, Cabarrus County, Chapter 22, Article III, State of Emergency
- Code of Ordinances, Cabarrus County, Chapter 26, Emergency Services
- Code of Ordinances, Cabarrus County, Chapter 38, Article I, Flooding
- Local Mutual Aid Agreements and Understandings
- McGuire Nuclear Station Emergency Plan, Duke Power Company, December, 2012
- Strategic National Stockpile Standard Operating Guide, Cabarrus Health Alliance, August 2005

### **State:**

- North Carolina General Statutes Chapter 166-A, North Carolina Emergency Management Act of 1977; Amended October 1, 2012
- North Carolina Emergency Operations Plan, North Carolina Emergency Management, December 2017.
- North Carolina Executive Order 37, Promulgation and Implementation of the North Carolina Emergency Operations Plan, January 26, 2018.
- North Carolina General Statutes Chapter 104E, North Carolina Radiation Protection Act.
- North Carolina General Statutes Chapter 14, Article 36A, Riots and Civil Disorders and Emergencies.
- North Carolina General Statutes Chapter 143B-1331, Article 15, Department of Information Technology, Business Continuity Planning.
- North Carolina General Statutes Chapter 95, Article 18; Identification of Toxic or Hazardous Substances, Hazardous Chemicals Right to Know Act.
- North Carolina General Statutes, Chapter 115C-242, Article 17, Supporting Services; Use and Operation of School Buses.
- State of North Carolina Radiological Emergency Response Plan for Nuclear Power Facilities, North Carolina Emergency Management, September 2015.
- Statement of Understanding between the State of North Carolina and the American Red Cross.

### **Federal:**

- American Red Cross 3000 Series Disaster Regulations.
- Code of Federal Regulations, Title 44, as amended
- Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101, Version 2.0, November 2010
- Federal Communications Commission (FCC) Rules and Regulations. Part 73, Subpart G and H

# Attachment A

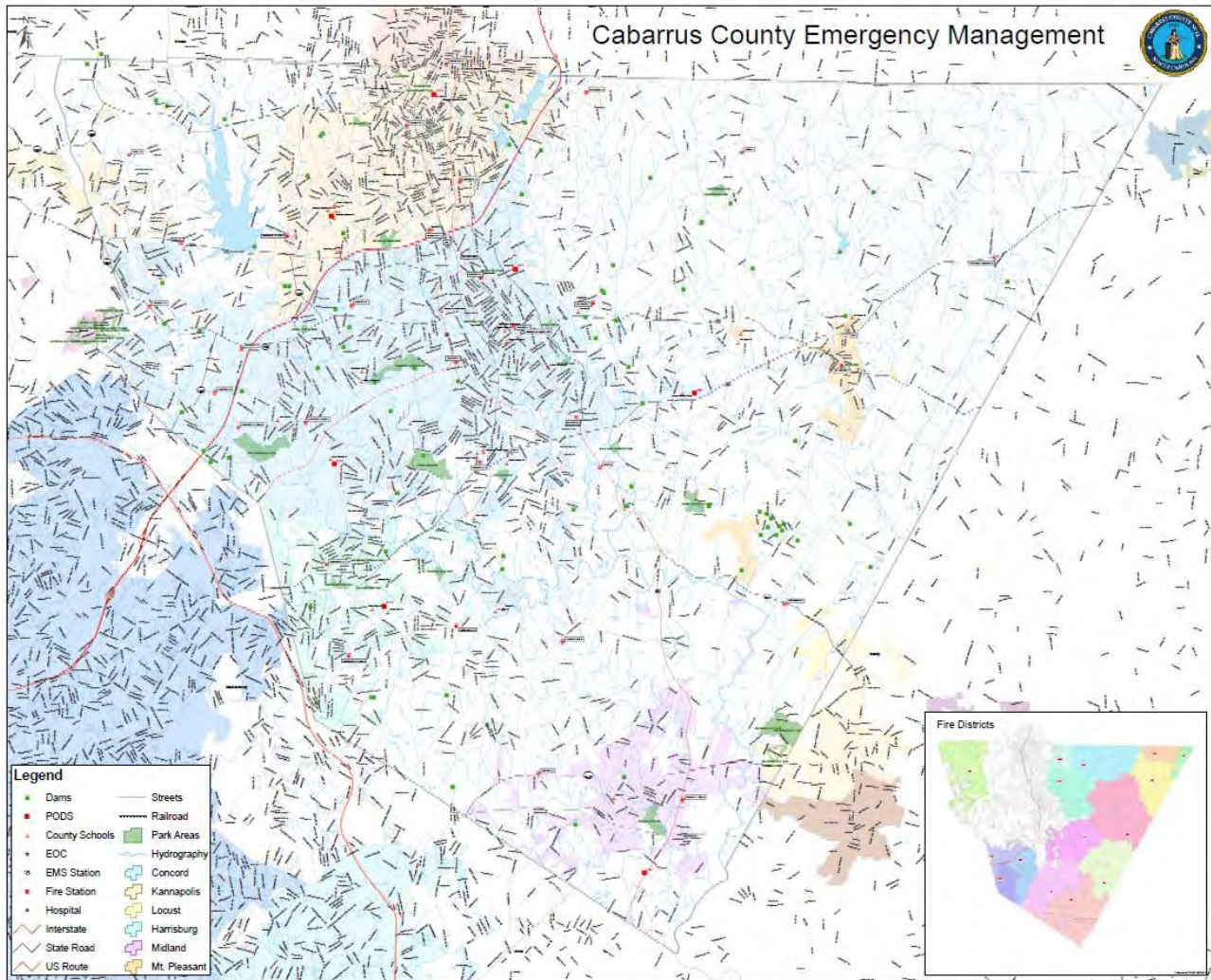
## AUTHORITIES AND REFERENCES

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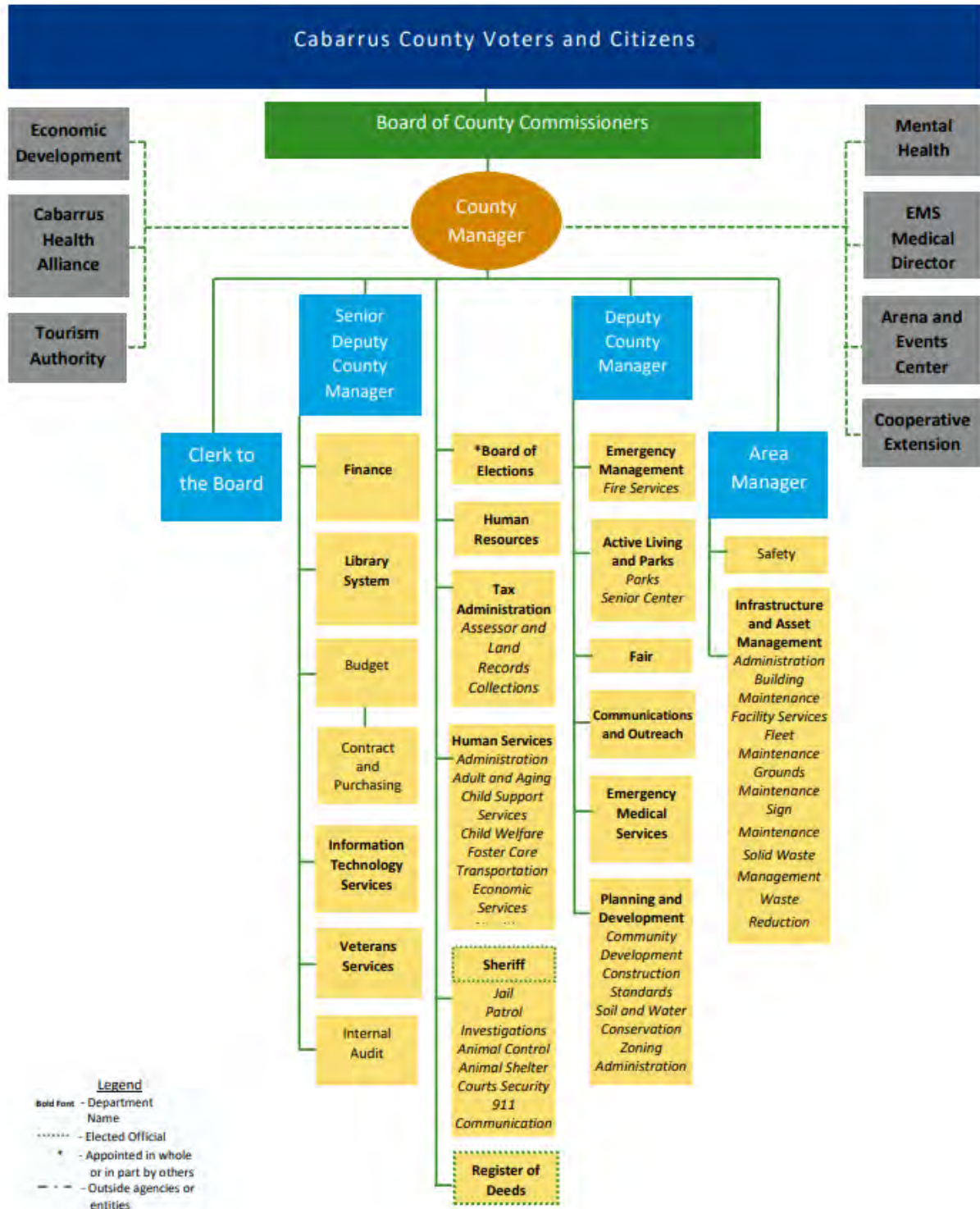
### **Federal (Continued):**

- Federal Emergency Management Agency. Guidance for Developing State, Tribal, and Local Radiological Emergency Response Planning and Preparedness for Transportation Accidents, FEMA-REP-5. Rev 1, 1992
- Homeland Security Presidential Directive 10, "Biodefense for the 21st Century", April 28, 2004
- Homeland Security Presidential Directive 3, "Homeland Security Advisory System", March 11, 2002
- Homeland Security Presidential Directive 5, "Management of Domestic Incidents", February 28, 2003
- Homeland Security Presidential Directive 8, "National Preparedness", December 17, 2003
- Local and Tribal NIMS Integration, Department of Homeland Security, Version 1.0
- National Incident Management System (NIMS) Guide for County Officials, National Association of Counties, October 2006
- National Incident Management System, Department of Homeland Security, December 2008
- National Response Framework, Department of Homeland Security, 2013
- Presidential Decision Directive (PDD) PDD-39 "US Policy on Counter-Terrorism", May 1998.
- Presidential Decision Directive (PDD) PDD-62, "Protection Against Unconventional Threats to the Homeland and Americans Overseas," May 22, 1998.
- Presidential Executive Order 12148 – Federal Emergency Management
- Public Assistance, Applicant Handbook, FEMA 323, June 2007
- Public Assistance, Policy Digest, FEMA 321, January 2008
- Public Assistance, Public Assistance Guide, FEMA 322, June 2007
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.
- US Code, Title 42, Chapter 103, Comprehensive Environmental Response, Compensation, and Liability (CERCLA) and Title III of Superfund Amendments and Reauthorization Act of 1986 (SARA)

# Attachment B COUNTY MAP



# Attachment C COUNTY ORGANIZATIONAL CHART



# Attachment D FUNCTIONAL RESPONSIBILITIES MATRIX

County Missions	Direction and Control	Communications	Notification and Warning	Emergency Public Information	Law Enforcement	Fire Protection	EMS	Public Works	Public Health Services	Evacuation & Transportation	Shelter & Mass Care	Damage Assessment	Recovery	Resource Management	Donated Goods Management	Animal Control & Protection
National Response Framework Emergency Support Function	ESF 5 Emergency Management	ESF 2 Communications	ESF 5 Emergency Management ESF 13 Public Safety and Security	ESF 15 External Affairs	ESF 13 Public Safety and Security	ESF 4 Firefighting	ESF 8 Public Health and Medical Services	ESF 3 Public Works and Engineering	ESF 8 Public Health and Medical Services	ESF 5 Emergency Management ESF 1 Transportation	ESF 6 Mass Care, Emergency Assistance, Housing & Human Services	ESF 3 Public Works and Engineering	ESF 14 Long Term Community Recovery	ESF 7 Logistics Management and Resource Support	ESF 7 Logistics Management and Resource Support	ESF 11 Agriculture and Natural Resources
Active Living and Parks								S				S				
American Red Cross – Southern Piedmont Chapter										S	P		S		S	S
ARES		S	S								S					
Atrium Health Cabarrus							S		P							
Board of County Commissioners	P			S					S	P	S	S		S		
Cabarrus Arena and Events Center											S			S	S	
CHA				S			S		P		S					S

# Attachment D FUNCTIONAL RESPONSIBILITIES MATRIX

County Missions	Direction and Control	Communications	Notification and Warning	Emergency Public Information	Law Enforcement	Fire Protection	EMS	Public Works	Public Health Services	Evacuation & Transportation	Shelter & Mass Care	Damage Assessment	Recovery	Resource Management	Donated Goods Management	Animal Control & Protection
National Response Framework Emergency Support Function	ESF 5 Emergency Management	ESF 2 Communications	ESF 5 Emergency Management ESF 13 Public Safety and Security	ESF 15 External Affairs	ESF 13 Public Safety and Security	ESF 4 Firefighting	ESF 8 Public Health and Medical Services	ESF 3 Public Works and Engineering	ESF 8 Public Health and Medical Services	ESF 5 Emergency Management ESF 1 Transportation	ESF 6 Mass Care, Emergency Assistance, Housing & Human Services	ESF 3 Public Works and Engineering	ESF 14 Long Term Community Recovery	ESF 7 Logistics Management and Resource Support	ESF 7 Logistics Management and Resource Support	ESF 11 Agriculture and Natural Resources
Cardinal Innovations Healthcare									S		S					
CCTS										P		S			S	
Cooperative Extension												S				P
County Manager	P			S						S			S	S		
Emergency Management	P	S	S	S	S	S	S	S	S	P	S	S	S	S	S	P
EMS						S	P		S	S	S					
Finance Department/Procurement Services													P	P		



# Attachment D FUNCTIONAL RESPONSIBILITIES MATRIX

County Missions	Direction and Control	Communications	Notification and Warning	Emergency Public Information	Law Enforcement	Fire Protection	EMS	Public Works	Public Health Services	Evacuation & Transportation	Shelter & Mass Care	Damage Assessment	Recovery	Resource Management	Donated Goods Management	Animal Control & Protection
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Fire Marshal's Office/Fire Services	S	S	S			P	S			S		S		S		
IAM								P			S	S	P			
IAM – Sustainability – Solid Waste								S								
Human Resources	S															
Human Services			S	S						S	P		P		S	
ITS	S															
Library System	S															

# Attachment D FUNCTIONAL RESPONSIBILITIES MATRIX

County Missions	Direction and Control	Communications	Notification and Warning	Emergency Public Information	Law Enforcement	Fire Protection	EMS	Public Works	Public Health Services	Evacuation & Transportation	Shelter & Mass Care	Damage Assessment	Recovery	Resource Management	Donated Goods Management	Animal Control & Protection
National Response Framework Emergency Support Function	ESF 5 Emergency Management	ESF 2 Communications	ESF 5 Emergency Management ESF 13 Public Safety and Security	ESF 15 External Affairs	ESF 13 Public Safety and Security	ESF 4 Firefighting	ESF 8 Public Health and Medical Services	ESF 3 Public Works and Engineering	ESF 8 Public Health and Medical Services	ESF 5 Emergency Management ESF 1 Transportation	ESF 6 Mass Care, Emergency Assistance, Housing & Human Services	ESF 3 Public Works and Engineering	ESF 14 Long Term Community Recovery	ESF 7 Logistics Management and Resource Support	ESF 7 Logistics Management and Resource Support	ESF 11 Agriculture and Natural Resources
ME (Local ME, OCME)							S		S							
Municipal Fire Departments			S	S		S	S					S	S			
Municipal Law Enforcement			S		S									S		
Municipal Public Works								S								
NGO	S			S											S	S
Planning and Development	S															
Planning and Development - Chief Codes Enforcement Officer (Damage Assessment Officer)												P	P			

# Attachment D FUNCTIONAL RESPONSIBILITIES MATRIX

County Missions	Direction and Control	Communications	Notification and Warning	Emergency Public Information	Law Enforcement	Fire Protection	EMS	Public Works	Public Health Services	Evacuation & Transportation	Shelter & Mass Care	Damage Assessment	Recovery	Resource Management	Donated Goods Management	Animal Control & Protection
National Response Framework Emergency Support Function	ESF 5 Emergency Management	ESF 2 Communications	ESF 5 Emergency Management ESF 13 Public Safety and Security	ESF 15 External Affairs	ESF 13 Public Safety and Security	ESF 4 Firefighting	ESF 8 Public Health and Medical Services	ESF 3 Public Works and Engineering	ESF 8 Public Health and Medical Services	ESF 5 Emergency Management ESF 1 Transportation	ESF 6 Mass Care, Emergency Assistance, Housing & Human Services	ESF 3 Public Works and Engineering	ESF 14 Long Term Community Recovery	ESF 7 Logistics Management and Resource Support	ESF 7 Logistics Management and Resource Support	ESF 11 Agriculture and Natural Resources
PIO		P	P	P		S				P					S	
Register of Deeds	S															
Risk Management	S															
School System (Cabarrus County & Kannapolis City)										S	S					
<b>Sheriff's Office</b>	S	S	S	S	P	S			S	P	S	S	S	S		
<b>Sheriff's Office – Animal Control Division</b>																P
<b>Sheriff's Office – Communications Division.</b>	S	P	P	S			S			S						

# Attachment D FUNCTIONAL RESPONSIBILITIES MATRIX

County Missions	Direction and Control	Communications	Notification and Warning	Emergency Public Information	Law Enforcement	Fire Protection	EMS	Public Works	Public Health Services	Evacuation & Transportation	Shelter & Mass Care	Damage Assessment	Recovery	Resource Management	Donated Goods Management	Animal Control & Protection
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Tax Administration												S	S		P	
Veterans Services	S															
Volunteer (Combination) Fire Departments						P	S						S			
WSACC								S								

**P = Primary Agency**  
**S = Support Agency**

# Attachment E LOCAL RESOLUTIONS

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Emergency Management is responsible for emergency preparedness in the County. The City of Concord and the City of Kannapolis have developed municipal emergency response plans and documents. The Town of Harrisburg, Town of Locust, Town of Midland and the Town of Mt. Pleasant are all covered under the EOP and program.

# Attachment F EXERCISE AFTER ACTION REPORTS

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Exercise after action report information is available through Emergency Management.

# ANNEX A

## DIRECTION AND CONTROL

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### **Primary Agencies**

- Board of County Commissioners
- County Manager
- Emergency Management

### **Support Agencies**

- Fire Marshal's Office/Fire Services
- Human Resources
- ITS
- Library System
- NGO's
- Planning and Development
- Register of Deeds
- Risk Management
- Sheriff's Office
- Sheriff's Office – Communications Division
- Veterans Services

## **I. PURPOSE**

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

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. The senior emergency responder on the scene (i.e., law enforcement, fire, EMS) conducts direction and control during low-level emergencies. Personnel employ ICS, in addition to local ordinances, policies, and procedures to guide the control of the response.
2. The recurring threat of severe weather and the potential hazards that exist within or near the County have the potential to cause emergencies of such magnitude as to warrant centralization of the direction and control of the response.
3. The EOC may be activated to direct and control emergency response operations throughout the County.
4. Municipalities within the County may exercise independent direction and control of their own emergency resources, outside resources assigned to the municipality by the EOC, and resources secured through existing mutual aid agreements with other municipalities. Requests for state/federal government assistance are directed to the Emergency Management Coordinator.

# ANNEX A

## DIRECTION AND CONTROL

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5. Centralized countywide direction and control is desirable when one or more of the following situations occur:
  - a. There exists an imminent threat to the public safety/health.
  - b. An extensive multi-agency/multi-jurisdiction response and coordination is necessary to respond to or recover from the emergency situation.
  - c. Local resources are inadequate/depleted and significant mutual aid, state, and/or federal resources must be used to resolve the emergency situation.
  - d. The emergency affects multiple political jurisdictions within the County, which rely on the same resources to respond to the situation.
  - e. Local governments implement emergency ordinances to control the situation.
6. The EOC serves as the central direction and control point for countywide emergency response activities.

### B. Assumptions

1. The EOC will be activated upon the threat or occurrence of a major emergency situation and designated personnel will report to the EOC within one hour of notification.
2. The EOC facility and equipment is adequate for coordinating countywide emergency operations.
3. Sufficient procedures have been developed to effectively direct and control emergency response and recovery operations.
4. Emergency operations and coordination at all levels of government will be carried out according to existing plans and procedures.

## III. CONCEPT OF OPERATIONS

### A. General

1. Emergency operations include all activities that are directed toward reducing the immediate hazard, establishing control of the situation, and restoring normal conditions within the County.
2. The responsibility for the direction and control of emergency situations is vested in the Board of County Commissioners and is routinely exercised through the County Manager and the Emergency Management Coordinator. The organization of County government for direction and control during emergency operations is found in Appendix 1 to Annex A.
3. The EOC is organized and operated according to NIMS and the standard operating procedures for the facility.
  - a. The EOC is a multiagency coordination center that provides direction, coordination, and support for response and recovery operations. The Emergency Management Coordinator and the EOC staff implement the decisions of the Board of County Commissioners and the



# ANNEX A

## DIRECTION AND CONTROL

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County Manager, direct County response operations, gather and provide information to support the response, obtain resources, and identify resource shortages and other issues.

- b. The situation may require modification of this organization according to the type of incident, agencies, and/or jurisdictions involved. If necessary, the EOC will transition into an Area Command organization. Municipalities provide Liaison Officers to the EOC for inter-jurisdictional coordination when the event affects the jurisdiction or if the jurisdiction requests to send this representative.
  - c. The operations of all County emergency response personnel are conducted utilizing the ICS and NIMS.
4. The Emergency Management Coordinator activates, organizes, and operates the EOC based on the magnitude of the situation. The EOC has two levels of activation:
    - a. Partial activation occurs in any emergency that is likely to require the assistance of several County agencies. The EOC is opened and staffed with Emergency Management personnel and other County personnel as needed.
    - b. Full activation occurs in any emergency/disaster that will require a large-scale County response and will require continued involvement of all designated County departments, supporting local and state government agencies, and NGO's during both the response and the recovery period following the event (e.g., hurricane, winter storm). The EOC is fully activated with 24-hour staffing until no longer needed.
  5. The Emergency Management Coordinator notifies the County Manager and Chairman of the Board of County Commissioners when the EOC is activated. The Chairman notifies the other members of the Board of County Commissioners.

### B. Organization and Staffing

1. Personnel assigned to the EOC are assigned into a functional group by the Emergency Management Coordinator. The EOC is organized by major management activities. These groups are further defined in the EOC SOG.

## IV. DIRECTION AND CONTROL

- A. During large-scale emergencies, direction and control of the situation is managed through the County EOC. For detailed information on EOC operations, refer to the EOC SOG.

## V. CONTINUITY OF GOVERNMENT

- A. Staffing assignments for positions in the EOC allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.
- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.
- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) that cannot reach the EOC location.

# ANNEX A

## DIRECTION AND CONTROL

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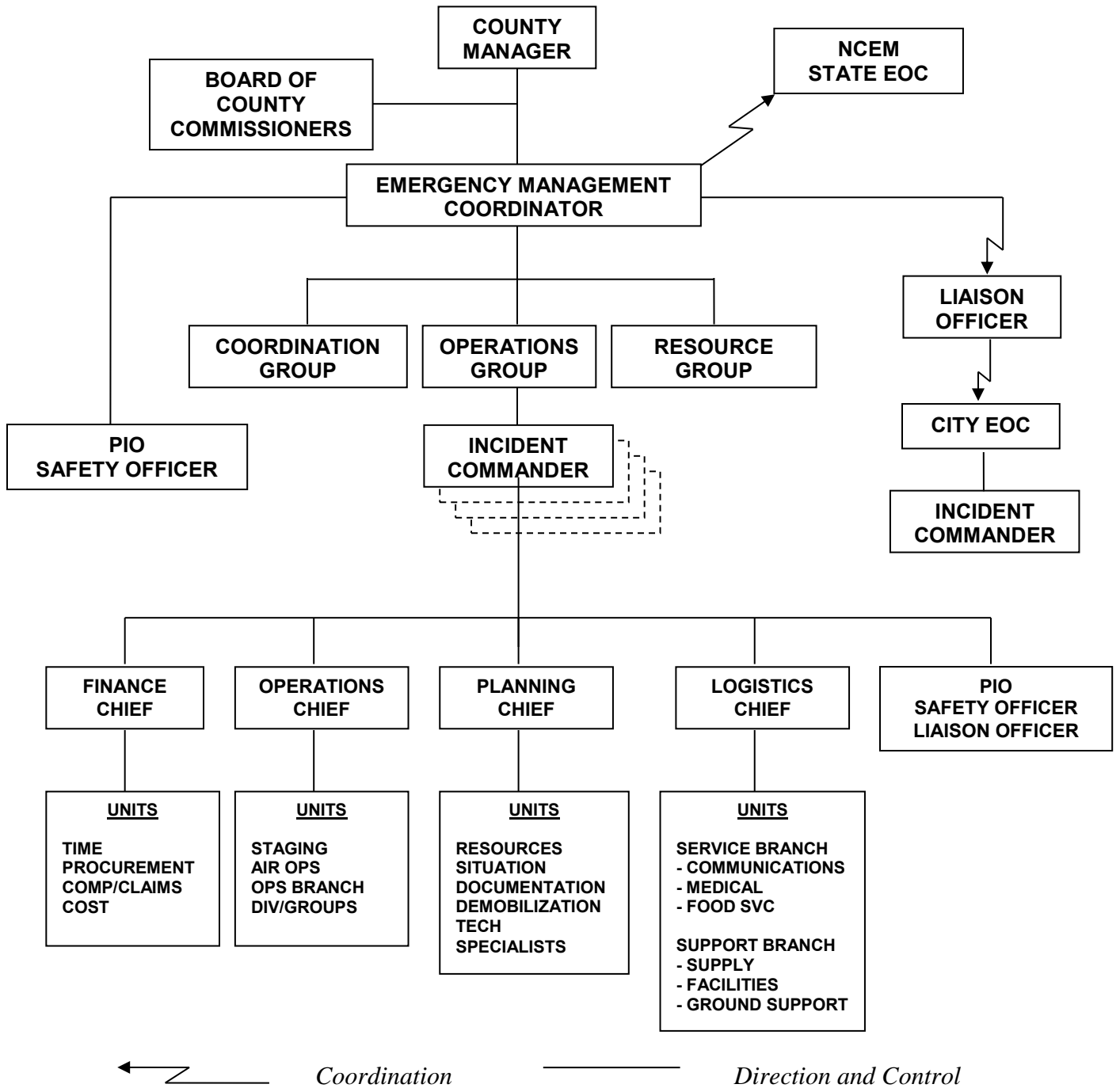
E. Order of Succession:

1. Board of County Commissioners
2. County Manager
3. Emergency Management Coordinator
4. County Fire Marshal

F. Order of succession for departments and agencies that support direction and control are in accordance with their internal standard operating procedures.

# ANNEX A DIRECTION AND CONTROL

**EXHIBIT A-1A  
COUNTY GOVERNMENT ORGANIZATION FOR DIRECTION AND CONTROL**



NOTE: Municipalities within the County will develop the organization best suited to direction and control of their internal operations during emergency situations.

## **Primary Agencies**

- Sheriff's Office – Communications Division
- PIO

## **Support Agencies**

- ARES
- Emergency Management
- Fire Marshal's Office/Fire Services
- Sheriff's Office

## **I. PURPOSE**

This annex describes the County communications systems and presents available communications sources, policies, and procedures to be used by county government agencies during emergency situations. This annex coordinates employment of all communications systems during an emergency situation.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Communications play a critical role in emergency operations.
2. Several communications networks and facilities exist and operate throughout the county.
3. Properly coordinated, these facilities provide effective communications for the direction and control of emergency response activities.

### **B. Assumptions**

1. The communications system will withstand and survive the effects of an emergency/disaster.

## **III. CONCEPT OF OPERATION**

### **A. General**

1. The Sheriff's Office controls emergency communications systems and services used by the County.
2. The Sheriff's Office Communications Center is the Emergency Communications Center. The facility serves as the County Warning Point and operates on a continuous basis.
3. Emergency calls are generally received through the E-911 telephone service and dispatched according to standard operating procedures.
4. Should the emergency situation become more complex, the Sheriff assigns additional personnel and equipment, as required to meet demands.
5. The Communications Lieutenant implements emergency communications procedures and activates backup capabilities, as necessary.
6. The Communications Lieutenant notifies backup communications personnel when needed for the expansion of communications capability.
7. As necessary, the Communications Lieutenant coordinates transportation for these personnel to and from the facility.

### **B. Specific**

1. Telephone Service

# ANNEX B COMMUNICATIONS

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- a. Telephone service in the County is provided by a variety of private carries.
- b. ITS coordinates telephone support from service providers and will be the point of contact for system repairs and modification.
- c. The Emergency Management Coordinator provides ITS and service providers a prioritized list of County leaders and departments that must have telephone service during emergencies. These users receive priority for telephone service and restoration if service is disrupted.

## 2. Radio Systems

a. The County 800 Megahertz (MHz) radio system is designated the principal system to be used for direction and control of emergency response activities. It provides voice communications between all mobile units, department heads or chiefs of emergency services and the County Emergency Communications Center. The principal operators are:

- Emergency Management Coordinator
- EMS
- Fire Marshal's Office/Fire Services
- Municipal Law Enforcement Agencies
- Public Works
- Sheriff's Office

b. The following City/County departments, agencies and non-government organizations operate radio systems/networks:

- Active Living & Parks
- American Red Cross – Southern Piedmont Chapter
- CCTS
- Atrium Health Cabarrus
- Emergency Management
- EMS
- IAM
- Municipal Fire Departments
- Municipal Police Departments
- Municipal Public Works Departments
- Sheriff's Office
- Volunteer (Combination) Fire Departments

c. The following County volunteer organization operates a two-way radio system:

- ARES

d. Other communications systems that may be used to communicate with the State EOC or Federal authorities during emergencies include:

- NCEM crisis information management system
- ARES
- Commercial Telephone (both landline and cellular systems)
- Division of Criminal Information Network (DCIN)
- National Criminal Information Center (NCIC)
- National Warning System (NAWAS)
- Satellite Phone (Communication Center)
- Voice Interoperability Plan for Emergency Responders (VIPER)

e. The following communications systems can be accessed from the County Communications Center:

- Duke Energy Decision Line and Selective Signaling Line
- EMS
- IAM
- Other Cabarrus County government agencies
- Sheriff's Office 800 MHz Radio System

f. For detailed information on interoperable communications policies, directions, and equipment refer to the Regional Interoperable Communications Plan/Tactical Interoperable Communications Plan (RICP/TICP) developed for the North Carolina Domestic Preparedness Region 7 (DPR 7).

### 3. Other Communications Systems.

a. The EOC operates on the NCEM crisis information management system. This web-based program provides secure real-time information sharing between the County and NCEM. This link to the State EOC provides a rapid and accurate means to pass situation reports and request/track resource requests.

b. Amateur radio operators may provide assistance if the primary county radios network fail or are over tasked. These civilian operators provide information and relay messages from their homes, vehicles or other facilities. Amateur radio links are generally not operated from the Communications Center. However, there is a set of amateur radio equipment located in the Communications Center that these volunteers may be asked to operate in an emergency situation.

## IV. DIRECTION AND CONTROL

A. The Sheriff's Office – Communications Division notifies the Emergency Management Coordinator when a major emergency situation has occurred or is imminent. The Emergency Management Coordinator then notifies county government officials. If this occurs after normal business hours, the Emergency Management Coordinator uses the Alert Roster and the mass notification system to make contact with key leaders.

B. The Sheriff, in consultation with the Emergency Management Coordinator, provides assistance in providing the communications system configuration that will permit a specific emergency response capability. The Communications Lieutenant coordinates and supervises the actual use of the systems.

## V. CONTINUITY OF GOVERNMENT

A. Staffing assignments for positions in the EOC allow for continuous operations.

B. Selection and assignment of personnel is the responsibility of the agencies represented.

C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.

D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) that cannot reach the EOC location.

E. Order of Succession for Emergency Communications:

# ANNEX B COMMUNICATIONS

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1. Sheriff
2. Chief Deputy
3. Communications Lieutenant
4. Emergency Management Coordinator

F. Order of succession for departments and agencies that support communications are in accordance with their internal standard operating procedures.

# ANNEX C

## NOTIFICATION AND WARNING

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### **Primary Agencies**

- Sheriff's Office - Communications Division
- PIO

### **Support Agencies**

- ARES
- Emergency Management
- Fire Marshal's Office/Fire Services
- Human Services
- Municipal Fire Departments
- Municipal Law Enforcement
- Sheriff's Office

## **I. PURPOSE**

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

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. The County Warning Point normally initiates notification and warning for emergency situations.
2. Broadcast media is relied upon to assist in the dissemination of warning to the general public.
3. The PIO contacts broadcast media to provide information for broadcast.
4. Operational telephone and/or radio communications is utilized to notify public officials, EOC staff, emergency response personnel, and others as required.
5. Emergency service vehicles are available for warning the general public.
6. Those with functional needs and/or persons in group homes may require special warning and notification.

### **B. Assumptions**

1. County Government may require additional forms of warning to augment the current systems in order to provide sufficient warning to the general public and those with functional needs.
2. Use of mobile public address systems and/or house-to-house warnings may be necessary when the urgency of the particular hazard requires immediate evacuation actions or when there is a failure of other fixed warning systems.



# ANNEX C

## NOTIFICATION AND WARNING

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### III. CONCEPT OF OPERATIONS

- A. Emergency warning may originate at the national, state, or local levels of government.
- B. The County may receive warnings from the following sources:
  - 1. NAWAS
  - 2. National Oceanic & Atmospheric Administration (NOAA) / National Weather Service (NWS) Weather Radio Service
  - 3. Emergency Alerting System (EAS)
  - 4. State Operated Radio Systems
  - 5. DCIN
  - 6. Duke Energy Decision Line and Selective Signaling Line
  - 7. Local government radios
  - 8. Sirens, horns, or mobile public address systems
  - 9. Telephone
  - 10. Personal contact
- C. The following methods are used for receipt and dissemination of warning:
  - 1. SHP serves as the State Warning Point (SWP) at the Raleigh Communications Center.
  - 2. NCEM operates an EOC on a 24-hour basis.
  - 3. NAWAS and NWS alerts are received from federal agencies and, on occasion, from the public.
  - 4. A warning message received from the site of an emergency is normally reported to the County Warning Point.
  - 5. Notification of government officials and emergency response personnel from the County Warning Point follows established alerting procedures.
  - 6. If an incident occurs within the County that may cause adverse affects across jurisdictional lines, those jurisdictions adjoining the County are notified through the communications center or by other expedited methods, if necessary.
- D. Timely warning requires dissemination to the public by all available means.
- E. Notification of the public will be conducted by the following methods:
  - 1. EAS
  - 2. IPAWS

# ANNEX C

## NOTIFICATION AND WARNING

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3. Mass notification system
  4. Weather alert radios (public and privately owned)
  5. Mobile public address systems as appropriate
  6. House-to-house alert by emergency services personnel
- F. The following methods are used for dissemination of warning to those with functional needs:
1. There are groups of citizens that will require special efforts to ensure that they are properly warned.
  2. Typically, emergency warning messages ask citizens to warn and assist in the evacuation of those who require additional help.
  3. These groups can include, but are not limited to:
    - Hearing-impaired
    - Function needs
    - Persons in group-care homes
    - Non-English speaking
    - Visually impaired
  4. Human Services assists with the warning of non-English speaking Hispanic residents, as necessary.
  5. The American Red Cross – Southern Piedmont Chapter and local churches may also assist with this task.
  6. Public schools, Atrium Health Cabarrus, medical facilities, and other special warning locations are notified by the mass notification system, emergency personnel at the County Warning Point and/or by local emergency management personnel.

#### **IV. DIRECTION AND CONTROL**

- A. The Chairman of the Board of County Commissioners or his/her designee has the authority to direct and control the County warning system.
- B. The Sheriff is designated as the County Warning Coordinator and will follow established County warning procedures.

#### **V. CONTINUITY OF GOVERNMENT**

- A. Staffing assignments for positions in the EOC allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.
- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.

# ANNEX C

## NOTIFICATION AND WARNING

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- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) that cannot reach the EOC location.
- E. Order of Succession for Notification and Warning:
  - 1. Board of County Commissioners
  - 2. County Manager
  - 3. Deputy County Manager
  - 4. Sheriff
  - 5. Emergency Management Coordinator
- F. Order of succession for departments and agencies that support notification and warning are in accordance with their internal standard operating procedures.

# ANNEX C

## NOTIFICATION AND WARNING

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### APPENDIX 1 TO ANNEX C EAS

#### I. PURPOSE

This appendix provides instructions and procedures for designated County government officials to follow in the dissemination of emergency alert and warning information and protective action instructions to the citizens of the County over the EAS.

#### II. SITUATION AND ASSUMPTIONS

- A. An integrated national network for emergency warning exists. This network consists of the following components:
  - 1. EAS: The EAS is composed of AM/FM radio stations, regional television broadcast stations, cable television, local industries, and other non-governmental agencies organized into a network during emergency situations.
  - 2. Primary Station: This station broadcasts or rebroadcasts a common emergency program for the duration of the emergency. The EAS transmission of emergency warnings and information are intended for direct public reception as well as inter-station programming.
  - 3. Common Program Control Station (CPCS): This is a primary station in the local operational area that is responsible for originating and coordinating the broadcast of an emergency notification for its area.

#### III. CONCEPT OF OPERATIONS

- A. Federal, state, business, industry, and utility officials should promptly report emergency information and recommended protective actions to the County Warning Point. Other typical notifications include severe weather watches or warnings and any other emergency situations.
- B. Emergency service personnel or others at the scene of the emergency may also report emergency warnings and recommended protective actions to the County Warning Point.
- C. County government leaders determine when to disseminate emergency alerting, warning, and protective actions instructions over the CPCS-I (or over the primary stations within Cabarrus County).
- D. The County Warning Point disseminates information in written form by fax and email to supplement the verbal notification to the various stations.
- E. To activate the EAS procedure, the County Warning Point notifies the Emergency Management Coordinator of any emergency situation. The Emergency Management Coordinator determines if the situation requires activation of the EAS and directs the County Warning Point to contact the CPCS to broadcast the warning.
- F. The Emergency Management Coordinator terminates the warning procedure when it is no longer required.

# ANNEX C

## NOTIFICATION AND WARNING

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### **IV. DIRECTION AND CONTROL**

- A. The Chairman of the Board of County Commissioners or his/her designee has the authority to direct and control the notifications and warnings.
- B. The Sheriff is designated as the County Warning Point Coordinator and follows established County warning procedures.

### **V. CONTINUITY OF GOVERNMENT**

- A. Order of succession:
  - 1. Board of County Commissioners
  - 2. County Manager
  - 3. Deputy County Manager
  - 4. Sheriff
  - 5. Emergency Management Coordinator
- B. Order of succession for departments and agencies that support notification and warning are in accordance with their internal standard operating procedures.

# ANNEX D

## EMERGENCY PUBLIC INFORMATION

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### **Primary Agencies**

- PIO

### **Support Agencies**

- Board of County Commissioners
- CHA
- County Manager
- Emergency Management
- Human Services
- Municipal Fire Departments
- NGOs
- Sheriff's Office
- Sheriff's Office – Communications Division

## **I. PURPOSE**

This annex provides guidance on preparation and distribution of emergency information to the public during emergency situations.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. During emergency situations, the public needs detailed information regarding protective actions they should take to minimize loss of life and property. The rapid onset of an emergency, such as a tornado or hazardous material release, limits the warning time available.
2. Emergency Management personnel use official County communication channels, including the website, mass notification system, local government channel and social media, in addition to the various media outlets that serve the County, to inform the general population of an emergency situation and the actions they should take to best respond to the event. It should be noted County social media platforms are not considered a primary means of dissemination for notifications and information.
3. In some cases, the public information system cannot react rapidly enough to properly warn the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public is made aware of potential hazards and the protective measures they need to know.

### **B. Assumptions**

1. Local media outlets cooperate in broadcasting and publishing detailed emergency-related instructions to the public.
2. A severe emergency situation may disrupt digital communications, telephone service and public utilities.

# ANNEX D

## EMERGENCY PUBLIC INFORMATION

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3. Local and regional radio/television stations without emergency power may be off the air. If this occurs, County emergency services, such as the Sheriff's Office and volunteer (combination) fire departments, use public address systems on emergency vehicles and door-to-door sweeps to warn citizens of hazards related to the emergency.
4. The public may accept rumors, hearsay and half-truths as valid information, which may cause unnecessary fear and confusion.
5. Non-official communication channels including personal social media accounts should not be accepted as official notifications from the County.

### III. CONCEPT OF OPERATIONS

#### A. General

1. Emergency public information efforts focus on specific, event-related information. This information generally focuses on critical topics such as warning, evacuation and shelter.
2. It is also important to keep the public informed of the general progress of events in a timely manner.
3. The PIO and Emergency Management report the facts of the hazard as accurately as possible and provide advice concerning necessary protective actions.
4. Rumor control is a major aspect of the information program.
5. The PIO acts quickly to correct erroneous information wherever discovered, but especially any incorrect reports that originate from the media.

#### B. Execution

1. The PIO and the Emergency Management Coordinator develop and conduct public education and information programs to increase public awareness of potential hazards and the steps citizens should take to protect themselves.
2. The PIO prepares emergency public information documents addressing major emergencies and maintains these base documents on file for use.
3. When an evacuation is imminent, the PIO responds to public inquiries and prepares new or modified public announcements.
4. The PIO prepares all news releases and public information disseminated at the County level.
5. The PIO coordinates locations and times for press briefings and releases.
6. A media/press briefing room will be established at the Sheriff's Office or Governmental Center. Media representatives (i.e., reporters, photojournalists, etc.) are not permitted in the EOC without the expressed permission of the Emergency Management Coordinator. If allowed to visit the EOC, media representatives are escorted at all times by the PIO or the assistant PIO.

# ANNEX D

## EMERGENCY PUBLIC INFORMATION

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7. Additional personnel to support the PIO come from different County government departments and agencies, as needed. The heads of those departments and agencies detail and reassign individuals to temporary duties.
8. The PIO coordinates a telephone bank to assist County residents in reporting and responding to problems associated with an emergency situation, as necessary. Personnel to operate these telephones come from County government departments.
9. Through established SOG's; the PIO will work to establish a JIC/JIS, monitor the NCEM crisis information management system and provide a PIO to the incident scene as requested.

### **IV. DIRECTION AND CONTROL**

- A. The County Manager or Emergency Management Coordinator approves all press releases prior to dissemination.
- B. The PIO operates from the EOC and a media/press area located outside of the EOC.
- C. The PIO provides the public and the media with information on new developments affecting emergency management in the County. The PIO also utilizes other types of programs to increase awareness of emergency management and response, such as web- and social media-based campaigns, lectures or presentations on emergency preparedness, distributing educational brochures and developing programs for the local government channel.

### **V. CONTINUITY OF GOVERNMENT**

- A. Staffing assignments for positions in the EOC allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.
- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.
- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) who cannot reach the EOC location.
- E. Order of Succession:
  1. PIO
  2. Assistant PIO
  3. Emergency Management Coordinator
  4. County Manager
- F. Order of succession for departments and agencies that support emergency public information are in accordance with their internal standard operating procedures.



### **Primary Agencies**

- Sheriff's Office

### **Support Agencies**

- Emergency Management
- Municipal Law Enforcement

## **I. PURPOSE**

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

## **II. II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Law enforcement agencies must expand their operations to provide the increased protection and support required during emergency conditions.
2. Numerous federal, state, and county law enforcement agencies are available through mutual aid agreements to support local law enforcement agencies within the County.

### **B. Assumptions**

1. Activities of local law enforcement agencies increase significantly during emergency operations.
2. Adequate law enforcement resources and services are available through existing mutual aid agreements.
3. Local law enforcement agencies obtain additional support from state and federal agencies when all the local capabilities committed are not sufficient to control the situation.

## **III. CONCEPT OF OPERATIONS**

- A. Emergency law enforcement operations are an expansion of normal functions and responsibilities.
- B. These responsibilities include maintenance of law and order, traffic control, crowd control, and area security.
- C. Law enforcement activities remain under the control of the senior law enforcement officer for the jurisdiction in which the emergency operation is taking place. The Sheriff's Office is this authority within the County.
- D. Records vital to law enforcement functions are protected during emergency situations.
- E. Law enforcement agencies within the County are responsible for directing emergency response operations within their jurisdictions. They develop and maintain mutual aid agreements with surrounding law enforcement agencies. During emergency response operations, these agencies ensure that the following actions are taken:
  1. Maintain current internal notification/recall rosters and communications systems.

# ANNEX E

## LAW ENFORCEMENT

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2. Assist in warning and notifying the local population of an impending or existing emergency situation. Provide specific information on emergency situations to emergency services, key officials, and special locations such as schools, hospitals, nursing homes, etc.
3. Conduct law enforcement operations within jurisdiction during the emergency period.
4. Coordinate additional law enforcement support with other municipalities within the County, other counties, and the SHP during response operations. If the situation requires National Guard support, request this support through the Emergency Management Coordinator.
5. If needed, provide a representative to the EOC to assist with law enforcement coordination.
6. Provide transportation resources for critical emergency personnel and equipment, as necessary.
7. Conduct traffic control to facilitate the movement of evacuees to shelters.
8. Provide security for the damaged/evacuated area(s) and critical facilities. Control access to and movement within these areas.
9. Provide security for reception centers, shelters, feeding facilities, and the CRDP during emergency operations. If SNS medications are deployed to the County, be prepared to escort movement of these supplies and provide security and crowd control at the dispensing sites.
10. Municipal law enforcement agencies serve as the lead agency for the activation and coordination of land search operations within their jurisdictions.

#### **IV. DIRECTION AND CONTROL**

- A. The Sheriff is responsible for the direction and control of law enforcement activities during emergencies.
- B. The Sheriff or his designee are part of the Operations Group in the EOC and coordinate law enforcement operations from the EOC during emergency situations.
- C. The municipal Chief(s) of Police direct law enforcement operations in their respective municipalities and coordinate these operations with the other law enforcement agencies in the County.

#### **V. CONTINUITY OF GOVERNMENT**

- A. Staffing assignments for positions in the EOC allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.
- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.
- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) who cannot reach the EOC location.

# ANNEX E LAW ENFORCEMENT

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E. Order of Succession:

1. Sheriff
2. Chief Deputy
3. Operations Captain

F. Order of succession for departments and agencies that support law enforcement are in accordance with their internal standard operating procedures.

## **Primary Agencies**

- Fire Marshal's Office/Fire Services
- Volunteer (Combination) Fire Departments

## **Support Agencies**

- Emergency Management
- EMS
- Municipal Fire Departments
- PIO
- Sheriff's Office

## **I. PURPOSE**

This annex describes the coordination of fire protection activities during emergency situations.

## **II. II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Fire prevention and fire-fighting present hazards to both fire service personnel and citizens.
2. These hazards become more significant during emergency situations, especially during civil disturbances and hazardous materials accidents.

### **B. Assumptions**

1. Fire service personnel and equipment are able to cope with most emergency situations through the use of existing mutual aid agreements.
2. When additional support is required, the County Fire Marshal requests assistance from state and federal agencies.

## **III. CONCEPT OF OPERATIONS**

- A. During emergency situations, fire departments use normal equipment, manpower, and procedures to respond to incidents. Should these units need additional support or special equipment, they request these items through their chain of command.
- B. In a response to an emergency situation that involves different emergency services (e.g., fire, rescue, law enforcement, etc.), the Incident Commander coordinates all units, regardless of service.
- C. If a fire or threat of fire exists during an emergency, the Fire Chief or a designee of the district affected becomes the Incident Commander. The Incident Commander coordinates all activities on-site and remains in contact with the EOC. The initial Incident Commander is the ranking fire officer from the affected area.
- D. The local fire services and the NC Forest Service establish a unified command when a wildland fire threatens structures.

# ANNEX F

## FIRE PROTECTION

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- E. If no fire or threat of fire exists, the Chiefs of emergency services on the scene determine incident command. Normally, the agency with the most involvement in the emergency response operation assumes command at the site.
- F. Under the provisions of the North Carolina Hazardous Material Right-to-Know Law, local Fire Chiefs survey facilities within their jurisdictions to identify types and volumes of hazardous materials located there. The County Fire Marshal maintains this data for all the facilities within the County. Fire service leaders use this information to develop response plans for hazardous materials accidents within the district.
- G. The County Fire Marshal coordinates the local facility emergency response plans with the EOP and provides this information to the appropriate fire departments.
- H. The LEPC has the responsibility for the development of the County response plan for a hazardous material release. The LEPC also reviews site-specific plans for industries that pose a significant hazard to the community because of the extremely hazardous materials (EHS) on site.
- I. When responding to a situation involving hazardous materials, the fire departments take all necessary precautions to protect fire service personnel and the other emergency workers involved at the site. The units responding observe department standard operating procedures and react based on their level of training for that type of event.
- J. The facility using the hazardous material or the company transporting such material provides the initial alert that a release of hazardous material has occurred. The facility or company involved notifies the 911 communications center and gives the type and quantity of the material released, if known. As the emergency response develops, emergency services personnel on the scene determine the amount and extent of the release and confirm identification of the material released.

#### **IV. DIRECTION AND CONTROL**

- A. Direction and control of local fire departments is supervised by the County Fire Marshal, based on guidance provided from the executive branch of the local government.
- B. Each volunteer (combination) fire department in the County exercises control over its personnel through officers appointed by a board of directors.
- C. The County Fire Marshal coordinates fire services in an emergency situation. The County Fire Marshal utilizes mutual aid agreements with local units and then request assistance from NCEM through the State Emergency Response Team (SERT).
- D. The County Fire Marshal is part of the Operations Group in the EOC. The County Fire Marshal normally coordinates fire-fighting operations from the incident command post during small-scale emergencies. During larger scale and/or countywide emergencies the County Fire Marshal coordinates operations from the EOC.
- E. During emergency response operations within the County, municipal and volunteer fire departments are responsible for the following tasks:
  - 1. Assist in warning and notifying the affected population of an existing or impending emergency.
  - 2. Deploy fire-fighting personnel and equipment to conduct fire-fighting and other life-saving operations during emergency situations.

# ANNEX F FIRE PROTECTION

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3. In conjunction with the County Fire Marshal, designate staging areas for mutual aid and volunteer forces responding from other areas.
4. Provide rescue and medical support operations to the community during emergency operations.
5. Provide personnel and equipment to support public warning and traffic control missions.
6. Support the evacuation of extended care facilities and those with functional needs, as the situation permits.
7. Prevent fires or further damage from fires within evacuated areas.
8. Assist in debris clearance for emergency access to damaged areas.
9. Assist land search and rescue operations. Along with other emergency services, be prepared to conduct or assist in rescue operations of lost individuals and injured/entrapped victims during emergency operations, to include water, low/high level, trench, and confined space rescues.
10. Be prepared to conduct victim recovery.

## **V. CONTINUITY OF GOVERNMENT**

- A. Staffing assignments for positions in the EOC allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.
- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.
- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of Commissioners of this change. Transportation is provided to any County Commissioner(s) that cannot reach the EOC location.
- E. Order of Succession:
  1. County Fire Marshal
  2. Assistant County Fire Marshal(s)
  3. Emergency Management Coordinator
- F. Order of succession for departments and agencies that support fire protection are in accordance with their internal standard operating procedures.

**Primary Agencies**

- EMS

**Support Agencies**

- Atrium Health Cabarrus
- CHA
- Emergency Management
- Fire Marshal's Office/Fire Services
- Medical Examiner's Office
- Municipal Fire Departments
- Sheriff's Office – Communications Division
- Volunteer (Combination) Fire Departments

**I. PURPOSE**

This annex provides information on employment of EMS during emergency situations.

**II. SITUATION AND ASSUMPTIONS**

**A. Situation**

1. Emergency situations can endanger the health and safety of citizens and emergency responders.
2. A well-planned medical services support network is essential during emergency situations.

**B. Assumptions**

1. A large-scale emergency increases demands on hospitals, medical facilities, and emergency medical transport services.
2. EMS personnel are trained to respond to a variety of injuries and other medical problems.
3. Many injuries, both minor and relatively severe, will be self-treated by the public.
4. People other than medical personnel will transport many casualties to medical facilities.
5. The EMS medical response is most critical within the first 30 minutes of an emergency. Mutual aid assistance usually arrives after this critical period.
6. The EMS Director coordinates for additional resources through mutual aid agreements with area and regional medical services.
7. When local resources can no longer meet the demand of the situation, the Emergency Management Coordinator contacts state agencies to provide additional resources.
8. A widespread disaster may affect large areas of the County and disrupt EMS support.
9. Medical facilities and other resources may be damaged, destroyed, or unavailable.

### **III. CONCEPT OF OPERATIONS**

- A. EMS emergency response operations are an extension of normal EMS duties.
- B. EMS provides field medical care as needed during emergency situations.
- C. EMS also coordinates medical evacuation of casualties.
- D. EMS units are prepared to respond to all situations. This includes mass casualty situations at multiple locations.
- E. Volunteer (combination) fire departments assist EMS units with casualty treatment and evacuation.
- F. During mass casualty incidents, EMS operates areas to conduct patient triage and treatment, holding areas for casualties awaiting treatment, and transportation loading areas.
- G. An EMS leader will be located at the incident command post to coordinate responding medical units and establish communication links with hospitals and the EOC. This leader controls all EMS assets responding to the emergency. Transfer of authority on-scene is in accordance with established ICS procedures.
- H. The EMS Director, in cooperation with the Emergency Management Coordinator, maintains and enhances SOG's to guide EMS personnel involved with radiological and hazardous materials incidents. This SOG addresses personnel safety procedures and the treatment and handling of casualties contaminated during the incident.

### **IV. DIRECTION AND CONTROL**

- A. The EMS Director initially directs and controls EMS operations from the EOC.
- B. The EMS Director is assigned to the Operations Group in the EOC.
- C. The senior EMS leader on the scene assumes direction and control of units responding to the emergency situation.
- D. Should the EMS Director move forward to control operations at the emergency response site, a replacement at the EOC is assigned.
- E. The EMS Director maintains communications with all EMS units in the field and keeps the Emergency Management Coordinator informed of all activities.
- F. The EMS Director coordinates for additional personnel and equipment needed with the Emergency Management Coordinator.

### **V. CONTINUITY OF GOVERNMENT**

- A. Staffing assignments for positions in the EOC allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.
- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.



- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) that cannot reach the EOC location.
  
- E. Order of Succession:
  - 1. EMS Director
  - 2. Assistant EMS Director
  - 3. EMS Shift Supervisor
  
- F. Order of succession for departments and agencies that support EMS are in accordance with their internal SOG.

# ANNEX H FUTURE EXPANSION

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**Future Expansion.**

## **Primary Agencies**

- IAM

## **Support Agencies**

- Active Living and Parks
- Emergency Management
- IAM – Sustainability – Solid Waste
- Municipal Public Works
- WSACC

## **I. PURPOSE**

This annex describes the actions necessary to provide essential public works services during an emergency situation.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. In non-emergency periods, the role of IAM is the maintenance of County-owned/leased buildings and grounds, County vehicle fleets, generators, and other equipment.
2. IAM maintains the grounds for all County recreation facilities.
3. County government facilities must remain open during emergency situations. Any damage to these facilities or the entry and exit routes to them must be repaired or contained to permit the staff to conduct recovery operations and resume normal operations.
4. There is frequently an immediate need for manpower and equipment to remove obstructions or debris from roads and government facilities.
5. The municipalities within the County that have public works capabilities conduct similar tasks to restore services. The County may call upon these agencies to assist in response and recovery operations during an emergency.

### **B. Assumptions**

1. IAM has a limited capability to repair damage, restore utilities, and remove debris at County government facilities.
2. As required, these department personnel can repair and improve shelter facilities.
3. The landfill has sufficient capacity to hold and dispose the collected debris.

## **III. CONCEPT OF OPERATIONS**

- A. During emergency situations, IAM continues its normal duties and expands its support to provide the necessary service to the County agencies responding to the emergency.

- B. IAM is prepared to operate and repair all power generation equipment, provide recovery and repair of County vehicles damaged during emergency response operations, and repair and modify facilities to meet emergency requirements. This includes shelter sites as needed.
- C. IAM provides support for emergency response agencies and coordinates with the Finance Department and local businesses to provide the materials, equipment, and labor necessary to accomplish the required tasks. As needed, the IAM Director requests additional support from local municipalities through the Emergency Management Coordinator.
- D. The IAM Director coordinates and conducts debris removal at County facilities. The Landfill Supervisor assists with this task by providing additional vehicles, equipment, and personnel.
- E. Damage assessment teams provide information on the locations, amount, and types of debris encountered during their operations to the IAM Director (see Annex M - Damage Assessment, Annex R – Recovery, and the DDMP).
- F. The Landfill Supervisor organizes the landfill to receive the incoming debris and ensures that no hazardous wastes are included in the debris brought to the site. The landfill staff identifies a separate area for hazardous materials and clearly marks it for incoming traffic. The Emergency Management Coordinator provides for additional personnel and equipment support to dispose of the debris quickly and safely.
- G. The IAM Director notifies the Emergency Management Coordinator when County resources are inadequate for the mission(s) at hand.
- H. The Emergency Management Coordinator requests assistance from other municipalities' response organizations and from NCEM.
- I. Each municipality serves its own community during the initial response to the emergency. When municipal capabilities are exhausted, additional support is requested under existing mutual aid agreements. If needed, the Emergency Management Coordinator can assist these operations by requesting state or federal assistance.
- J. The State of North Carolina maintains state roads within the County and keeps these routes clear during emergency situations. NCDOT clears and removes debris on the right-of-ways on state roads.
- K. Within the municipalities in the County, there is a mixture of state-maintained roads and city/town maintained streets and roads. The County and municipalities coordinate agreements with the NCDOT to specify responsibility for debris removal and repair of these roads.
- L. The EOC provides information and coordinates with the NCDOT to clear critical roadways and other areas to provide access for emergency vehicles if needed to respond to specific situations.

#### **IV. DIRECTION AND CONTROL**

- A. When notified of an emergency situation, the IAM Director determines the County resources required for the response and alerts appropriate personnel.
- B. The IAM Director operates initially from the EOC and is assigned to the Resource Group.
- C. The landfill supervisor controls disposal operations at the County landfill.

- D. The IAM Director controls maintenance activities during emergencies. The IAM Director maintains direct communication with maintenance and other repair teams at all times.
- E. The Assistant IAM Director or the individual designated by the IAM Director coordinates control of on-site maintenance and debris removal.
- F. Within local municipalities, the Director of Public Works assumes control of these operations.
- G. The NCDOT County Road Supervisor controls debris removal on state roadways.

**V. CONTINUITY OF GOVERNMENT**

- A. Staffing assignments for positions in the EOC allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.
- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.
- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) who cannot reach the EOC location.
- E. Order of Succession (IAM):
  - 1. IAM Director
  - 2. Assistant IAM Director
  - 3. Building Maintenance Supervisor
  - 4. Grounds Maintenance SupervisorOrder of Succession (Landfill):
  - 1. Landfill Supervisor
  - 2. Automotive Mechanic
  - 3. Lead Heavy Equipment Operator
- F. Order of succession for departments and agencies that support public works are in accordance with their internal standard operating procedures.

**Primary Agencies**

- Atrium Health Cabarrus
- CHA

**Support Agencies**

- Board of County Commissioners
- Cardinal Innovations Healthcare
- Emergency Management
- EMS
- Medical Examiner
- Sheriff's Office

**I. PURPOSE**

This annex provides guidance for the protection of public health during emergency situations.

**II. SITUATION AND ASSUMPTIONS**

**A. Situation**

1. CHA is the public health authority for the County.
2. Emergency situations can create a variety of public health problems. Depending on the nature of the incident, problems may include the spread of communicable diseases, contamination of food and water supplies, and widespread injuries.
3. The lack of medical assistance and the stress of the situation may cause an increase in general health and behavioral health problems.
4. A well-coordinated health support network is essential during emergency situations.
5. Emergency response operations may require an expansion of services provided by CHA and supporting agencies.
6. Health services agencies must be prepared to meet an array of threats to public health. Of particular concern are the hazards caused by the release of toxic or hazardous materials and the resulting contamination of the air, water, or soil over a large area.

**B. Assumptions**

1. A large-scale emergency increases the demands on health services personnel and resources.
2. Citizens will administer first aid and self-treat many types of injuries regardless of severity.
3. Resources are available through area and regional medical, behavioral, healthcare, and mortuary services mutual aid agreements.

4. The Emergency Management Coordinator requests assistance from state and federal agencies when local resources can no longer meet the demands of the situation. If necessary, state or federal agencies may assume control of the response.
5. A widespread disaster could affect large areas of the County and disrupt, damage, or destroy public health services and resources.

### III. CONCEPT OF OPERATIONS

#### A. General

1. Emergency operations for public health services are an expansion of normal agency and facility duties.
2. Coordination between public health officials and medical providers is required for emergency operations readiness.

#### B. Public Health

1. The primary concern of public health services is disease control.
2. CHA implements effective environmental health, nursing, and related services to minimize the occurrence and spread of disease. This service is unique to County government, which provides this service to the municipalities within the County.
3. As necessary, CHA personnel conduct frequent inspections of damaged housing and emergency shelters to determine the need for emergency repairs, pest control, sanitation, or other protective procedures.
4. As necessary, CHA inspectors examine and test private water supplies in close proximity to flooded areas or a hazardous materials release. CHA staff identifies areas that may need mandatory inspection during pre-emergency planning and respond to requests for water testing from residents as needed.
5. The Public Health Director of the CHA makes recommendations for immunizations or other preventive measures during emergency response operations.

#### C. Pandemic Disease Planning

1. CHA employs its Isolation and Quarantine Plan when the Public Health Director determines it is needed or is advised to do so by the NCDHHS or the United States Department of Health and Human Services.
2. CHA Isolation and Quarantine Plan guides the preparation for and response to a pandemic influenza outbreak in the County.
3. The Isolation and Quarantine Plan provides guidance to the County, CHA, and County/regional partners regarding detection, response, and recovery from an influenza pandemic. This plan can be modified to react to pandemic disease events of varying magnitude.

4. During a pandemic disease event within the County, CHA focuses its efforts on the health and safety of the citizens of the County. The objectives of this effort are to reduce mortality, reduce morbidity, and minimize social disruption.
5. The Isolation and Quarantine Plan supplements the EOP and the CHA All-Hazards Plan. The Isolation and Quarantine Plan identifies the coordinating and cooperating agencies involved in preparedness for a pandemic flu event and their respective response roles in the event of a pandemic.

D. SNS

1. CHA is responsible for the use of the SNS.
2. The SNS consists of medications, vaccines, and medical equipment to be used in response to an incident involving an attack using biological or chemical agents.
3. The SNS is pre-positioned in the region and is used only when local/regional resources have been expended. If necessary, additional SNS supplies may be sent to the County to supplement current stocks.
4. CHA manages the reception, storage, and employment of the SNS.
5. Upon activation, CHA personnel organize one or more dispensing sites in the County.
6. At the point(s) of dispensing, County residents are given the vaccinations or medications and necessary supplemental information.

E. Mental Health

1. The County is required to provide mental health care for County residents.
2. The County has a contract with Cardinal Innovations Healthcare to obtain mental health care for residents who need assistance. This support continues during emergencies.
3. Cardinal Innovations Healthcare provides mental health care to disaster victims at shelter sites and other locations throughout the County, as necessary. Cardinal Innovations Healthcare locates space in mental health facilities for victims needing critical behavioral health care.
4. Cardinal Innovations Healthcare provides crisis counseling and Critical Incident Stress Debriefing Teams for emergency workers and other support staff during an emergency situation, as needed.
5. Cardinal Innovations Healthcare maintains a Disaster Services Contact, who is available through its call center. This call center operates continuously.
6. The Emergency Management Coordinator contacts Cardinal Innovations Healthcare to request assistance during an emergency.
7. The Cardinal Innovations Healthcare Disaster Services Contact coordinates with its service providers to obtain the requested support.
8. The Disaster Services Contact reports all Cardinal Innovations Healthcare activities to the EOC and provides daily status reports on mental health services and supporting personnel to the EOC.



F. Mortuary Services

1. During an emergency, the County establishes a central morgue site to collect and process human remains.
2. The County mortuary efforts are supported by the morticians in the area, who also provide the initial supply of the items needed to handle these tasks.
3. Emergency Management maintains a roster of the funeral directors available for this mission.
4. The County will utilize Administrative Supervisors through Atrium Health Cabarrus to serve in the capacity of the Medical Examiner. Atrium Health Cabarrus has the capability to process a small number of requests for this service. Once this capacity is exceeded, the County will request assistance from OCME, a division of NCDHHS.
5. A mass fatality event would require additional Medical Examiner support. OCME maintains the North Carolina Medical Examiner System, a network of over 600 medical doctors throughout North Carolina who investigate deaths of a suspicious, unusual, or unnatural nature.
6. The Emergency Management Coordinator requests North Carolina Medical Examiner System support through Atrium Health Cabarrus.
7. OCME assigns personnel to support the County, which initially come from the regional OCME office in Charlotte, NC.
8. When activated, the Medical Examiner develops procedures to recover, identify, and register fatalities during emergency situations.
9. The Medical Examiner determines the cause of death, notifies next-of-kin, and releases the remains and personal effects to proper representatives.
10. The Medical Examiner issues death certificates and supervises the location and transportation of remains.
11. The Medical Examiner identifies the resources needed to establish an adequate morgue system in the event of mass fatalities.
12. The Medical Examiner directs the expansion of any fixed and temporary morgue capability.
13. The Medical Examiner coordinates with EMS, funeral directors, ambulance services, pathologists, American Red Cross – Southern Piedmont Chapter, dentists, X-ray technicians, and law enforcement agencies to provide support to mortuary operations, as needed.
14. If needed, the Medical Examiner requests assistance from a DMORT through the EOC. The Emergency Management Coordinator requests this support through NCEM.
15. The Medical Examiner coordinates all press releases with the PIO prior to release to the media.

**IV. DIRECTION AND CONTROL**

- A. The Public Health Director of CHA is part of the Coordination Group in the EOC.

# ANNEX J

## PUBLIC HEALTH SERVICES

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- B. The Public Health Director coordinates all medical-technical aspects of the County emergency response under the supervision of the Emergency Management Coordinator.
- C. The Public Health Director normally directs operations from the EOC. If the Public Health Director is not available, a representative from CHA represents the agency in the EOC.
- D. The Medical Examiner controls all activities connected with identification of the deceased and mortuary services. The OCME may assume control of this activity if necessary.
- E. The Public Health Director maintains communications with all CHA teams or sites around the County keeping the EOC informed of all activities, personnel, and equipment.
- F. Additional resources are requested through the Emergency Management Coordinator.
- G. CHA directs the administration and use of the SNS, when needed. The Public Health Director controls and directs the medical-technical use of the SNS. SNS Operations are coordinated with the Emergency Management Coordinator.

### **V. CONTINUITY OF GOVERNMENT**

- A. Staffing assignments for positions in the EOC allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.
- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.
- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) who cannot reach the EOC location.
- E. Order of Succession (Public Health Services):
  - 1. CHA Public Health Director
  - 2. CHA Chief Operating Officer
  - 3. CHA Chief Technology OfficerOrders of Succession (Mortuary):
  - 1. Local Medical Examiner
  - 2. OCME Medical Examiner
  - 3. Assistant OCME Medical Examiner
- F. Order of succession for departments and agencies that support public health services are in accordance with their internal standard operating procedures.

# ANNEX K

## EVACUATION AND TRANSPORTATION

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### **Primary Agencies**

- Board of County Commissioners
- CCTS
- Emergency Management
- PIO
- Sheriff's Office

### **Support Agencies**

- American Red Cross – Southern Piedmont Chapter
- Cabarrus County Schools
- Fire Marshal's Office/Fire Services
- County Manager
- EMS
- Human Services
- Kannapolis City Schools
- Sheriff's Office – Communications Division

## **I. PURPOSE**

This annex provides guidance for the orderly, coordinated evacuation of the population during an emergency situation.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Emergency situations may require evacuation of all or part of the population of the County. A hazardous materials release, major fire, or other localized incident may require a small-scale evacuation. A widespread emergency situation could require an evacuation on a larger scale, requiring the cooperation and combined resources of the County and the municipalities.
2. Emergency Management has completed a hazard analysis that identifies the types of threats and the areas in the County that are most vulnerable to these threats.
3. Large-scale emergencies may necessitate the rapid evacuation of hospitals, nursing homes, and non-ambulatory populations. Emergency Management has identified facilities and populations within the County that pose special evacuation problems.
4. An evacuation may require substantial public and private resources for transportation, communications, and traffic control.

### **B. Assumptions**

1. Sufficient warning time will normally be available to evacuate the threatened population.

# ANNEX K

## EVACUATION AND TRANSPORTATION

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2. The principal mode of transportation for evacuations will likely be privately owned vehicles (POV).
3. Particular areas of the County or special populations within the County will need additional time and resources to accomplish an evacuation.
4. The public will receive and understand official information related to evacuation.
5. The public will act in its own interest and will evacuate dangerous areas promptly when advised to do so.
6. If there is sufficient advanced warning, some residents may evacuate prior to being advised to do so by public officials.
7. Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
8. Some residents may refuse to evacuate regardless of warnings.
9. Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities to move them to a shelter.

### III. CONCEPT OF OPERATIONS

#### A. General

1. Local government has the responsibility and authority to order an evacuation.
  - a. If only one municipality in the County is to be evacuated, the Mayor issues the order.
  - b. If the evacuation involves more than one jurisdiction or an area outside of a municipality, the Chairman of the Board of County Commissioners or his/her designated elected representative issues the order.
2. The Emergency Management Coordinator monitors the progress of the evacuation and modifies the planned evacuation as the situation develops.
3. The County maintains continuous operations during emergency situations.

#### B. Specific

1. Movement Control and Guidance
  - a. The conditions at the time of the emergency determine the size and scope of the evacuation.
  - b. Traffic movement during evacuation follows designated routes directed by law enforcement personnel at traffic control points. The evacuation area will include at least two designated exit routes. One lane of each route is kept open to permit passage of emergency vehicles.
  - c. Evacuation traffic follows the exit routes to the designated reception areas and shelters within the County and adjacent counties if necessary.
  - d. Emergency response personnel ensure that the route remains clear for traffic and will move any vehicles experiencing mechanical problems during the evacuation off the roads.

# ANNEX K

## EVACUATION AND TRANSPORTATION

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Emergency response personnel and vehicles will pick up stranded evacuees or direct other evacuees to transport stranded evacuees to the nearest shelter, if resources are available.

- e. IAM will coordinate with other agencies to tow damaged or inoperative vehicles off the evacuation routes. Municipal public works vehicles may assist with this mission. The Emergency Management Coordinator organizes the towing and recovery assets to provide coverage along the entire evacuation route.

### 2. Staging Areas, Pick-up Points, and Routes

- a. The Emergency Management Coordinator determines staging areas for the emergency response personnel and equipment entering from areas outside the County. The EOC Operations Group leader controls the arrival and release of these personnel and their equipment to the Incident Commander that needs the assistance. These mutual aid personnel and equipment will not leave the staging area without the permission of the Operations Chief, the Emergency Management Coordinator, or their representative. The Emergency Management Coordinator may delegate control of certain assets directly to the County agency that needs them and has the direction and control system in place to adequately supervise the employment of this mutual aid support.
- b. The evacuation plan includes pick-up points and routes. Evacuees without vehicles will be instructed to go to the nearest pick-up point and wait for a vehicle to take them to a shelter. This may be a designated emergency vehicle or other evacuees in POV. Pick-up routes are designated for the rural areas within the County. Emergency vehicles travel the complete length of these routes at least twice during the evacuation to ensure all evacuees without vehicles are moved to shelters. Refer to Appendix 1 for an Evacuation Route Map.

### 3. Functional Needs Evacuation

- a. Institutions within the County are responsible for developing procedures for evacuation of their facilities. These plans include procedures for the rapid evacuation of a facility or in-place sheltering. The evacuation plans must include the numbers and types of vehicles, the vehicles available at the facility, the total number of patients/residents at full capacity, any special needs for transportation (such as wheelchair lifts), and the medical supplies and equipment needed to assist the patients. The staff of the facility evacuates with the patients/residents and remains with them at the shelter.
- b. The County and local jurisdictions make every effort to provide vehicles and personnel to assist with the evacuation. Ambulatory patients and the staff of the medical facilities in the County will be evacuated in buses or vans. Ambulances and vans will be provided for evacuation of non-ambulatory individuals, if available, but these patients may be carried in other vehicles if the situation requires it.
- c. A widespread emergency will force emergency responders to prioritize evacuation efforts based on the threat to life and public safety. This may delay the evacuation of those with functional needs. The Incident Commander or his representative informs the facility staff of this and they prepare to continue care during this period.
- d. The County and municipal school systems have developed evacuation procedures and routes for each school. Designated buses will be utilized for students at all facilities and for those students without their own vehicles at high schools. Schools within the danger zone for a hazardous material release have developed procedures for in-place sheltering and "walk-away" evacuations. The PIO for the respective school system and the County coordinate their

# ANNEX K

## EVACUATION AND TRANSPORTATION

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efforts and advise parents of the designated reception centers for the students. Private schools and state-licensed childcare/preschool facilities develop similar plans for their facilities.

- e. During incidents involving hazardous material release or criminal activity at or near the school, parents will not be allowed to enter the area and pick up their children. Law enforcement personnel on the scene will prevent personnel not involved in the incident response to enter the area or disrupt the evacuation.
  - f. The PIO will provide a telephone number(s) to the public for physically handicapped or disabled persons without transportation. The CCTS Transportation Manager will arrange pick-up of these individuals and move them to a shelter or reception area. Human Services and Emergency Management will advise the CCTS Transportation Manager of individuals known to need transportation assistance.
  - g. The CCTS Transportation Manager will ensure that all vehicles are ready for operations and have sufficient drivers for continuous operations. As necessary, the CCTS Transportation Manager will coordinate with the EOC for additional drivers, vehicles, maintenance and recovery support, fuel, and maps.
  - h. The detention center (jail) within the County has developed procedures for the relocation of prisoners to jails outside of the threatened area. These plans include procedures for secure transport of prisoners when prison system vehicles are not available for the task.
  - i. The Sheriff's Office or municipal police department(s) coordinate evacuation from County parks and recreation areas. County representatives routinely advise the Emergency Management Coordinator of any scheduled special events that may draw crowds to the parks or recreation areas.
  - j. Businesses within the County that have large numbers of employees are responsible for developing plans for the evacuation of their employees during emergencies. The procedures should include, if needed, the instructions for the temporary shutdown of their facilities and operations. If the facility is directly involved in the incident, the Senior Manager on the site should account for all employees and remain to assist the Incident Commander as needed. Facility management should assist with evacuation of all employees.
4. Emergency Public Information

For other emergencies, warnings to the public and information concerning evacuation will be broadcast over the emergency alert system (EAS) network and by emergency vehicles equipped with sirens, warning lights, and loudspeakers moving through the threatened areas. For localized evacuations, emergency responders will provide warning and evacuation instructions door-to-door in the affected area.

#### **IV. DIRECTION AND CONTROL**

- A. Direction and control of any evacuation is the responsibility of the Chairman of the Board of County Commissioners. In the Chairman's absence, the Commissioner next in line of succession serves as a replacement. The Emergency Management Coordinator supervises the evacuation based on the guidance from the Board of County Commissioners and the County Manager.
- B. During large-scale evacuations involving the relocation of the population from an entire municipality, the County, or several counties, the Governor may declare a State of Disaster. At that point, the

# ANNEX K

## EVACUATION AND TRANSPORTATION

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Governor assumes direction and control of the situation and the SERT coordinates evacuation operations upon activation of the State EOC.

- C. When an emergency situation requires timely evacuation before the EOC can be activated, the Incident Commander on the scene can call for a limited evacuation to protect public safety. Only those persons in immediate danger are moved away from the area. If the situation continues, the Board of County Commissioners issues the order for an evacuation.
- D. An emergency situation may force evacuees to a reception area outside of the County. The County Manager appoints a representative from County government to act as a liaison between the County and the reception area government. The evacuees are subject to all the laws and ordinances of the jurisdiction operating the reception area.

### **V. CONTINUITY OF GOVERNMENT**

- A. Staffing assignments for positions in the EOC allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.
- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.
- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) that cannot reach the EOC location.
- E. Order of Succession (evacuation):
  - 1. Chairman, Board of County Commissioners
  - 2. County Manager
  - 3. Emergency Management Coordinator
- F. Order of Succession (transportation):
  - 1. CCTS Transportation Manager
  - 2. CCTS Operations and Training Coordinator
  - 3. CCTS Driver Supervisor(s)
- G. Order of succession for departments and agencies that support evacuation and transportation are in accordance with their internal standard operating procedures.





# ANNEX L SHELTER AND MASS CARE

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## **Primary Agencies**

- American Red Cross - Southern Piedmont Chapter
- Human Services

## **Support Agencies**

- ARES
- Board of County Commissioners
- Cabarrus Arena and Events Center
- Cabarrus County Schools
- Cardinal Innovations Healthcare
- CHA
- Emergency Management
- EMS
- Kannapolis City Schools
- IAM
- Sheriff's Office

## **I. PURPOSE**

The purpose of this annex is to facilitate shelter and mass care activities in the County following a disaster. The annex also addresses shelter and mass care for those with functional needs as well as pets.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. The County is subject to a variety of natural, technological, and human-caused incidents that may result in the need for the public to evacuate their place of residence and seek shelter.
2. There are emergency situations that may require the County to provide public shelters. The County also provides shelter for evacuees from Mecklenburg County in the event of problems at MNS.
3. The County has recognized the need for a plan to facilitate a single and effective shelter concept of operations (CONOPS) to facilitate the coordinated implementation of mass care and shelter for the public.
4. A uniform and baseline CONOPS allows the County to establish a standardized approach within shelter planning and operations efforts that enable the usage of the most capable shelter facilities, reduce duplication of efforts or the over-use of limited resources, and increase operational efficiency.
5. Emergency Management and the American Red Cross – Southern Piedmont Chapter have identified and surveyed potential shelters in the County and have determined which would be appropriate to use during emergency situations.

# ANNEX L

## SHELTER AND MASS CARE

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6. The population of the County contains individuals and groups with functional needs that will require individual or special assistance during emergency situations. Shelter and mass care services to those with functional needs requires additional planning, coordination, and resources.
7. Those persons with functional needs requiring constant care and/or life support systems will require care at a medical facility.

### B. Assumptions

1. Sufficient facilities exist in the County to shelter personnel during emergency situations. The normal planning figure for maximum shelter requirements is 20 percent of the County population.
2. County, municipal departments and agencies assume the responsibility for emergency management operations and will commit available resources to save lives and to minimize personal injury and property damage.
3. Sufficient shelter capacity exists in adjacent counties for out-of-county evacuation and these locations are available for use after coordination.
4. A high percentage of evacuees will seek shelter with friends or relatives rather than go to public shelter.
5. Any person(s) with functional needs who is self-sufficient or who has a caregiver that can provide assistance will be accepted into the shelter serving the individual, his/her family, and his/her community.

### III. CONCEPT OF OPERATIONS

- A. DHHS is responsible for shelter and mass care during emergencies in the state. Human Services manages mass care operations in the County. The American Red Cross – Southern Piedmont Chapter operates the shelter locations. This service is provided through written agreements between the American Red Cross – Southern Piedmont Chapter, the State of North Carolina, and Emergency Management.
- B. DHHS supports County efforts with the following: arrange for shelter at DHHS institutions and transfer social services personnel to the affected area as needed. DHHS works in conjunction with the American Red Cross – Southern Piedmont Chapter, Salvation Army, and volunteer organizations to provide care for those affected by emergency situations.
- C. Divisions under DHHS that operate residential care facilities are required to have current plans in place for the evacuation and sheltering of those with functional needs. DHHS approves all emergency plans for local residential facilities.
- D. Public and private providers of institutional care (medical and residential) are responsible for having shelter plans for continued care of their patients/residents when evacuated to shelters. The staff of the facility evacuates with the patients/residents and remains with them at the shelter. Human Services ensures plans have been developed and Emergency Management reviews them.
- E. Private and government-operated facilities caring for groups for less than 24 hours, such as daycare facilities, pre-schools, and day health facilities, are responsible for the continual care of their clients during the entire period of the evacuation. This requirement ends when the client is released to a parent or a responsible adult.

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- F. Private facilities with functional needs residents are responsible for the evacuation and transportation of their clients to shelters and/or medical facilities. Public and private providers of institutional care (medical and residential) remain responsible for the continued care of their patients/residents when evacuated. The staff of the facility evacuates with the patients/residents and remains with them at the shelter/medical facility.
- G. Private facilities must plan to move patients, staff, and equipment during an emergency and use their vehicles to conduct this movement. As directed by the Emergency Management Coordinator, CCTS provides assistance with the movement of patients, staff, and equipment from other facilities to the designated shelter locations. This support is based on the availability of vehicles and drivers not committed to higher priority tasks.
- H. Local sheltering entails a systematic approach that seeks the best and most effective shelter solution to meet the shelters need.
- I. A shelter solution is implemented that requires the least amount of personnel and equipment resources to provide the most appropriate aid and comfort to the greatest number of shelter residents.
- J. The County uses the following sequence of activities associated with this CONOPS:
- Triggering conditions occur.
  - Determine local shelter need:
    - Determine type of facility to activate to meet shelter need.
    - Determine specific facility to activate based on impact of incident.
  - Notify shelter agencies to activate local shelter(s).
  - Staff and open local shelter(s).
  - Notify public of local shelter(s) activation.
  - Operate local shelter(s).
  - Conduct shelter(s) demobilization and restoration.
1. Triggering Conditions
- a. The County has established a Shelter Coordination Team to assess the situation in anticipation of or in response to an emergency and determine the appropriate course of action as it pertains to mass care and shelter needs. The Shelter Coordination Team is composed of representatives from the following departments and agencies:
- American Red Cross - Southern Piedmont Chapter
  - Emergency Management
  - Human Services
  - Sheriff's Office

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- Sheriff's Office – Animal Control Division
  - b. To help determine need, the County agencies will use predetermined triggers that have been established and based on general understandings of types of emergencies and their expected impacts on the community. A Shelter Activation Flow Chart that is utilized to make the shelter activation decision is located in Appendix A.
2. Determine Local Sheltering Need
- a. The Shelter Coordination Team assesses the emergency in anticipation of or in response to an emergency. Upon recognition of the type of event, and the expected or actual impact, the Shelter Coordination Team in coordination with each other determine the type of shelter needed, shelter facility/location, staffing, services, and resources required to adequately respond to the incident/event.
  - b. Once the need has been established and the Shelter Coordination Team has made the determination to activate a specific shelter or shelters, the facility must be evaluated by the Cabarrus Health Alliance for the final approval on the site before the shelter(s) doors can be opened.
- Shelters expected to deliver a wider range of shelter services will follow American Red Cross – Southern Piedmont Chapter and Americans with Disabilities Act (ADA) guidelines and standards.
3. Notify Shelter Agencies to Activate Local Shelter(s)
- a. County departments and agencies tasked with shelter operations and providing support staff are notified by Emergency Management immediately after a decision has been made to activate a shelter(s).
  - b. Once notification from Emergency Management is received, the County departments and agencies tasked with support initiate notification of the need to mobilize to their own staff.
  - c. The mobilization of shelter operations support staff will vary depending upon the type of shelter(s) facility that is to be activated.
4. Staff/Open Local Shelter
- a. After staff is in place, the Shelter Manager conducts a briefing that includes information pertaining to the emergency, expected or actual impact on the community, and anticipated evacuee shelter needs/services.
  - b. All County shelters will incorporate NIMS and ICS guidance for implementation.
  - c. Once the appropriate shelter operations support staff and equipment assets have been fully activated and mobilized, the shelter formally opens to the public.
  - d. All shelter staff are trained and knowledgeable of the specific functions they are responsible for as well as the organizational and command structure that is used to manage the overall shelter operation.

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- e. The following shelter staff, shelter support personnel, and public safety partners may be used in support of the following functions:
  - Shelter registration and intake processing
  - Assessment and provision of functional needs support services
  - Facilitation of shelter resident reunification
  - Provision of dormitory and housing services
  - Provision of food and beverage services
  - Social and community program services
  - Health/medical support services
  - Animal/pet shelter support services
    - Law enforcement support services
    - Transportation support services
    - Management, request, and acquisition of shelter resources
5. Notify Public of Local Shelter Activation
  - a. As operations begin, the Shelter Coordination Team implements formal notification concerning the activation of the shelter(s).
  - b. Notification to the public includes the status of the emergency, the community's actions, and the location and time in which the shelter facility will be available to the public for the provision of shelter services and the services provided at the selected shelter(s).
  - c. Notification also includes the types of services that will be made available at the shelter location and reminders to bring key items individuals with specific needs normally depend upon.
  - d. To reach the general population, the Shelter Coordination Team uses various media outlets for notification through a diverse set of existing public communication capabilities and tools. Crisis communications flows through the JIC, in accordance with the existing crisis communications plans.
6. Operate Local Shelter(s)
  - a. Actual shelter activation occurs at the established time set forth by the Shelter Coordination Team.
  - b. Upon the completion of staff and equipment mobilization at the shelter facility, a designated Shelter Manager manages all facets of the shelter operation.

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- c. Shelter residents seeking shelter either self-present or arrive via transportation assistance to the shelter facility.
- d. As shelter residents arrive, they are processed via a shelter registration and intake area, where their additional and/or specific needs are further noted. Information concerning the emergency status, services located at the shelter, and/or other relevant information is passed along to shelter residents as they are processed.
- e. During shelter operations, activity continues to be monitored by all shelter staff on an ongoing basis. Any gaps in services or equipment are monitored, noted, and addressed through appropriate mutual aid channels.
- f. Shelter staff updates shelter residents of the status of the emergency and when shelter residents will be able to transition back to their homes.
- g. During shelter operations, the following activities and tasks take place:
  - 1) Shelter Registration and Intake Processing
    - Set-up and implement the shelter registration and intake area equipment and support using predetermined staffing models.
    - Receive and process shelter residents as they self-present at the shelter location.
    - Triage any medical, functional needs, non-English speaking needs, animal/pet, and assess for any communicable diseases.
    - Provide media and public information to shelter residents so they remain informed of the current emergency and the types of services that are available at the shelter location.
    - Integrate law enforcement services into the registration and intake area as needed/required.
    - Conduct a resource gap analysis and request additional mass care/emergency resources or support as needed and identified via the registration and intake processing.
  - 2) Assessment and Provision of Functional Needs Support Services
    - Provide replacement or loaned durable medical equipment if needed.
    - Provide additional assistance due to limited English proficiency or functional needs.
    - Provide care to individuals unable to care for themselves until reunification or other options become available.
    - Support service animal areas and feeding.
    - Arrange and provide resource/supplies for special dietary needs, as needed.

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- Provide para-transit transportation resources, as needed.
  - Provide information in alternative formats on functional needs support available and on impact area conditions and status to those in shelters and medical facilities and in the community.
- 3) Facilitation of Shelter Resident Reunification
- Upon registration, assist shelter residents with missing family members or friends. Record information pertaining to missing persons.
  - Coordinate within shelter to determine if missing parties are already present within the existing shelter.
  - Coordinate with other shelters to determine if missing parties self-presented at other shelters.
  - Coordinate with law enforcement personnel to broadcast information regarding missing parties.
  - Use the American Red Cross Reunification Checklist for support and information sharing concerning missing persons.
- 4) Provision of Dormitory and Housing Services
- Deploy dormitory/housing equipment (cots, (2) blankets and other comfort items, etc.) to dormitory/housing space within shelter.
  - Identify and support shelter residents with dormitory/housing needs and assist as needed.
  - Provide public information, including situational updates to affected populations. Include a time line for returning to their homes, if available.
  - Coordinate and integrate outside mass care/emergency assistance resources in local operations as determined by need or identified resource gaps.
- 5) Provision of Food and Beverage Services
- Use kitchen area to provide food and beverage services for shelter residents.
  - Public Health guidelines must be adhered to at all times during shelter operations for food and beverage services.
  - If kitchen area is not available, contact a feeding provider (NGO's), feeding/catering vendor).
  - Deploy kitchen or catering services, including staff required to support this operation during the emergency.
  - Coordinate with feeding providers for kitchen sites and support resources if any gaps

are identified.

- Provide public information on the location, hours, and process followed for the feeding schedule.

## 6) Social and Community Program Services

- Provide crisis counseling and referral services to long-term behavioral health resources during and after an emergency.
- Provide community information such as laundry facilities, pharmacies, employment, schools, transportation, social services, faith-based organizations, banking, financial assistance, and support groups. This will be important for shelter residents who are unfamiliar with the area in which they are currently seeking shelter and/or if their previous homes have become uninhabitable due to damage caused by the emergency.
- Direct shelter residents to social/human service agencies for replacement of identification and transfer of pre-existing benefits and services (Social Security, food stamps, driver's licenses, etc.).
- Contact local law firms and legal services organizations to seek support in donated time and services to legal clinics prior to an emergency and offer these services to shelter residents upon initiating case management at the shelter.

## 7) Health/Medical Support Services

- Activate health and medical services as needed to support shelter residents upon shelter activation.
- Ensure regular health department inspections of shelter and feeding sites are conducted.
- Provide information on local healthcare resources to shelter residents upon completing registration.
- Activate and use a transportation plan for moving shelter residents to hospitals or other healthcare facilities.
- Request and coordinate the need for additional health/medical support services as needed.
- Coordinate and transfer medical records.
- Review medical and mortuary support system for surge capacity/needs.
- Provide expanded behavioral health support.
- Communicate regarding health issues at shelter facilities.
- Coordinate medical transport resources (for example, quantity, type, location,



capacity).

- Coordinate care of service animals in shelters and/or facilities.
- Activate pharmacy support and requests.

## 8) Animal/Pet Shelter Support Services

- Provide technical assistance, resource coordination, and management of a variety of response activities targeted to handle animal issues prior to and during emergencies.
- Provide pet evacuation, sheltering, and unification with owners as available.
- Provide pet care, which may include support of owner-based pet care as available.
- Manage aggressive household pets.
- Track and reunify household pets with their owners as available.
- Provide veterinary care throughout response and recovery operations to animals/pets as available.
- Dispose of deceased animals/pets as available.
- Dispose of abandoned and/or unclaimed animals.
- Transfer household pet records upon the return of pets to their owners.
- Quarantine animals identified as having infectious diseases or that have bitten people.
- Request animal/pet support as needed.
- Provide basic household pet supplies and tracking equipment.
- Initiate set-up of household pet shelters and deploy necessary resources as available.
- Coordinate transportation of household pets to appropriate shelter facilities as needed.
- Coordinate transportation of household pets from shelter facilities to owners during reunification.
- Disseminate household pet reunification information and requirements to the public.
- Provide fostering and adoption information to the public for unclaimed or abandoned animals after a predetermined waiting period and efforts to reunite owners and household pets.

## 9) Law Enforcement Support Services

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- Determine if local law enforcement services will be required at the shelter(s) prior to shelter activation.
- Coordinate law enforcement operations at sites sheltering or processing shelter residents.
- Conduct facility screening, secure the perimeter, control access, and evaluate the need for a roving patrol and monitor community influence in and around shelter.
- Screen shelter residents for security issues, possession of illegal drugs, etc.
- Use a badging/credentialing system if needed.
- Manage the collection/securing of weapons and illegal drugs, if applicable.
- Implement procedures for managing shelter residents subject to judicial and/or administrative orders restricting their freedom of movement (for example, parolees, sex offenders, individuals with outstanding warrants). Conduct criminal history records search as needed.
- Request and coordinate with Emergency Management regarding the need for additional security support.

### 10) Transportation Support Services

- Notify and activate transportation resources required for support upon activation of the shelter.
- Arrange for transportation for transportation-assisted shelter residents. This may be from an emergency impact or non-emergency impact area of operations.
- Coordinate with law enforcement function concerning any road closures and traffic patterns.
- Provide return/reentry upon emergency stabilization and/or shelter demobilization.

### 11) Management, Request, and Acquisition of Shelter Resources

- Deploy resources based on need, type of shelter facility being activated, and functional resources present at the shelter.
- Use best practices resource checklists that were developed in shelter pre-planning efforts.
- Monitor equipment usage; restock as needed.
- Identify resource shortfalls and gaps.
- Notify Emergency Management.
- Request mutual aid support through established mutual aid partners and/or NCEM.

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### 7. Demobilization and Restoration of Local Shelter

- a. Once an emergency has stabilized and shelter operations are no longer necessary, the shelter facility is deactivated and staff is demobilized.
- b. The Shelter Coordination Team, in conjunction with other local officials and the Shelter Manager, meet prior to the de-escalation of the emergency to determine the appropriate trigger point in which to initiate formal demobilization of the shelter.
- c. Once the need to demobilize the shelter has been established, the Shelter Manager announces the plan to demobilize to all staff.
- d. Staff then informs shelter residents still present at the shelter of the plan to deactivate, which includes the time when deactivation will begin/conclude and continuation of certain services.
- e. When demobilization commences, staff begin to restore the shelter facility to normal operations by breaking down functional service areas and cleaning the facility.

### 8. County Shelter Functional Needs Support Services Considerations

The County has incorporated recent functional needs support services guidance into their mass care and shelter planning efforts. To comply with this guidance, the County will shelter those with functional needs together with the general population, with no separation.

Shelters will be managed by the American Red Cross – Southern Piedmont Chapter, and staffed by Human Services and the American Red Cross – Southern Piedmont Chapter. CHA assists as necessary to coordinate external medical resources to meet client needs and assist in the coordination of functional needs services.

CHA and the American Red Cross – Southern Piedmont Chapter have developed relationships with service providers that can provide appropriate levels of care for shelter residents whose needs may exceed the capabilities of a local shelter. No formal agreements with these providers are in place at this time.

It is possible that staffing resources may be quickly overwhelmed in a large-scale disaster event. Supplemental staffing resources may be available through home health care, independent living centers, acute medical care centers, and similar medical service providers. Staffing resources will be requested via established processes through Emergency Management to NCEM.

No individuals seeking shelter will be denied access. Individuals arriving at the shelter without a caregiver will be accepted and supporting agencies will work to locate a caregiver through available staff and resources. Service animals will also be permitted to enter the shelter with their owner.

Minor modifications may be made to the dormitory area of the shelter as needed to meet the needs of shelter residents and limit the potential for separation from the general population (for example, low lighting at night to allow easy access to restrooms, allocating an area for service animals to limit the impacts on those with allergies).

### 9. County Pet Shelter Considerations

The Sheriff's Office - Animal Control Division is responsible for County pet shelter operations. FEMA defines household pets as a domesticated pet (such as a dog, cat, bird, rabbit, rodent, or

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turtle) that is traditionally kept in the home for pleasure rather than for commercial purposes and can travel in commercial carriers and be housed in temporary facilities. Household pets do not include reptiles (with the exception of turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes. The Sheriff's Office - Animal Control Division plans to accept all pets that can be accommodated or make arrangements as needed for larger animals (for example, cattle, horses) as available.

Service animals will be permitted to remain with their owner in the shelter. FEMA defines a service animal as any animal that is individually trained to provide assistance to a person with a disability.

In an ideal situation, pet sheltering will be able to co-locate with human sheltering. This would allow owners to remain with their animals and provide necessary feeding and waste disposal, easing the strain on staffing resources. At this time, it is undetermined as to whether or not shelter facility owners will permit the co-location of pet sheltering. In the event that co-location is not possible, the Sheriff's Office – Animal Control Division.

The Sheriff's Office – Animal Control Division maintains a small cache of equipment and supplies, including vehicles for transport, pet food, and cleaning supplies. It is likely that these resources may be overwhelmed in a significant event. The Sheriff's Office – Animal Control Division can access external staffing and other resources to support pet sheltering by requesting them via established processes through Emergency Management to NCEM. The Sheriff's Office – Animal Control Division has established relationships with local and national Humane Society agencies, and private sector entities that may be able to provide supplemental supplies and staffing.

Tasks assigned to the Sheriff's Office – Animal Control Division as part of the pet sheltering mission may include the following, depending on the scope of the incident:

- Provide technical assistance, resource coordination, and management of a variety of response activities targeted to handle animal issues prior to and during emergencies.
- Provide pet evacuation, sheltering, and unification with owners.
- Provide pet care, which may include support of owner-based pet care.
- Manage aggressive household pets.
- Track and reunify household pets with their owners.
- Provide veterinary care throughout response and recovery operations to animals.
- Dispose of deceased animals.
- Dispose of abandoned and/or unclaimed animals.
- Transfer household pet records upon the return of pets to their owners.
- Quarantine animals identified as having infectious diseases or that have bitten people.
- Request for animal/pet support as needed.
- Provide basic household pet supplies and tracking equipment.

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- Initiate set-up of household pet shelters and deploy necessary resources.
- Coordinate transportation of household pets to appropriate shelter facilities as needed.
- Coordinate transportation of household pets from shelter facilities to owners during reunification.
- Disseminate household pet reunification information and requirements to the public.
- Provide fostering and adoption information to the public for unclaimed or abandoned animals after a predetermined waiting period and efforts to reunite owners and household pets.

#### IV. DIRECTION AND CONTROL

- A. DHHS provides overall management for mass care and shelter operations.
- B. The American Red Cross - Southern Piedmont Chapter and Human Services directs and controls operations within shelters.
- C. Additional support is provided by Emergency Management.
- D. The figures below describe the mass care and shelter organization within the County.

#### Exhibit L-1A Agency Roles and Responsibilities

Entity	Roles and Responsibilities
<b>American Red Cross – Southern Piedmont Chapter</b>	Provides shelter management and staffing and coordinates functional needs support services.
<b>Cabarrus County Public Schools</b>	Provides sheltering facilities and transportation services as needed.
<b>CHA</b>	Conducts shelter facility inspections, provides infection control, coordinates functional needs support services.
<b>Emergency Management</b>	Provides multi-agency coordination through the emergency operations center.
<b>Human Services</b>	Shelter staffing; provides first response assistance with overall health and safety for all families in an emergency shelter environment; provides staffing and supportive services to all agencies involved, including emergency federal financial assistance for all eligible families (for example, food stamps, Temporary Assistance for Needy Families [TANF], child care assistance).  Coordinates functional needs support services.
<b>Kannapolis City Schools</b>	Provides sheltering facilities and transportation services as needed.
<b>Sheriff’s Office</b>	Coordinates security and traffic control services.

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Entity	Roles and Responsibilities
Sheriff's Office - Animal Control Division	Coordinates pet sheltering.

**Exhibit L-2A  
Shelter Organization Chart**



**Exhibit L-3A  
Shelter Functions**

Role	Responsibilities
<b>Administrative Assistant</b>	Assists the supervisory staff with administrative tasks. Supports other administrative needs throughout the shelter as appropriate.
<b>Canteen/Dining Associate</b>	Supports the set-up and serving of meals. Keep coffee and snacks available to staff around the clock.
<b>Client Caseworkers</b>	Works with shelter residents post to disaster to assist them in connecting to resources that will enable them to return home.
<b>Disaster Behavioral Health Staff</b>	Behavioral health staff provides emotional needs of shelter residents and staff.
<b>Dormitory Management Staff</b>	The supervisor has the overall responsibility for the set-up and maintenance of the sleeping areas and responsibility for management of the dormitory staff.
<b>Feeding Supervisor</b>	Ensures that meals are made and available for staff and shelter residents. Supervises the feeding of staff.
<b>Functional Needs Supervisor</b>	Assists with all functional needs requirements. Coordinates all functional needs identified at shelters.
<b>Health Services Staff</b>	Provides basic health-related services to shelter residents and staff. Secure replacement medications, provide information, give first aid care, refer to medical services, and obtain medical supplies.
<b>Health Services Supervisor</b>	Provides overall management of health services at the shelter. This includes management of health services staff.
<b>Information Management Associate</b>	Coordinates necessary disaster information, including demographics, weather reports, maps, damage assessment information, etc. In the shelter

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Role	Responsibilities
	environment, the information management staff will provide caseworkers with damage assessment information specific to shelter residents' homes and provide shelter staff and shelter residents with weather information.
<b>Information Staff (help desk)</b>	Gathers and disseminates information for shelter residents. Information dissemination can be done in many ways, including communications boards, flyers, posters, etc.
<b>Pet Shelter Manager</b>	Maintains overall responsibility for pet shelter operations 24 hours a day.
<b>Registrar</b>	Provides registration, which also includes the discharge of shelter residents. Supervises registration and triage staff.
<b>Security Staff (usually non-ARC)</b>	Maintain the safety and security of the shelter. Work with local law enforcement to maintain a safe environment for the shelter.
<b>Shelter Manager</b>	Maintains overall responsibility for the entire shelter operation 24 hours a day. Provides leadership in all areas of the shelter reports to the Shelter Manager through the shift supervisors.

## V. CONTINUITY OF GOVERNMENT

- A. Staffing assignments for positions in the emergency operations center allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.
- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.
- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) who cannot reach the EOC location.
- E. Order of Succession:
  - 1. Human Services Director
  - 2. Disaster Program Manager, American Red Cross – Southern Piedmont Chapter
  - 3. Emergency Management Coordinator
- F. Order of succession for County agencies that support shelter and mass care operations are in accordance with their internal standard operating procedures.

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## **APPENDICES**

This section includes several documents that are essential to the annex. The following appendices are recommended for inclusion in this section:

**Appendix 1 to Annex L – Shelter Activation Decision Flow Chart and Call Agenda**

**Appendix 2 to Annex L – Detailed Shelter Registration Information**

**Appendix 3 to Annex L – Shelter Job Roles and Responsibilities**

**Appendix 4 to Annex L – Shelter Overviews**

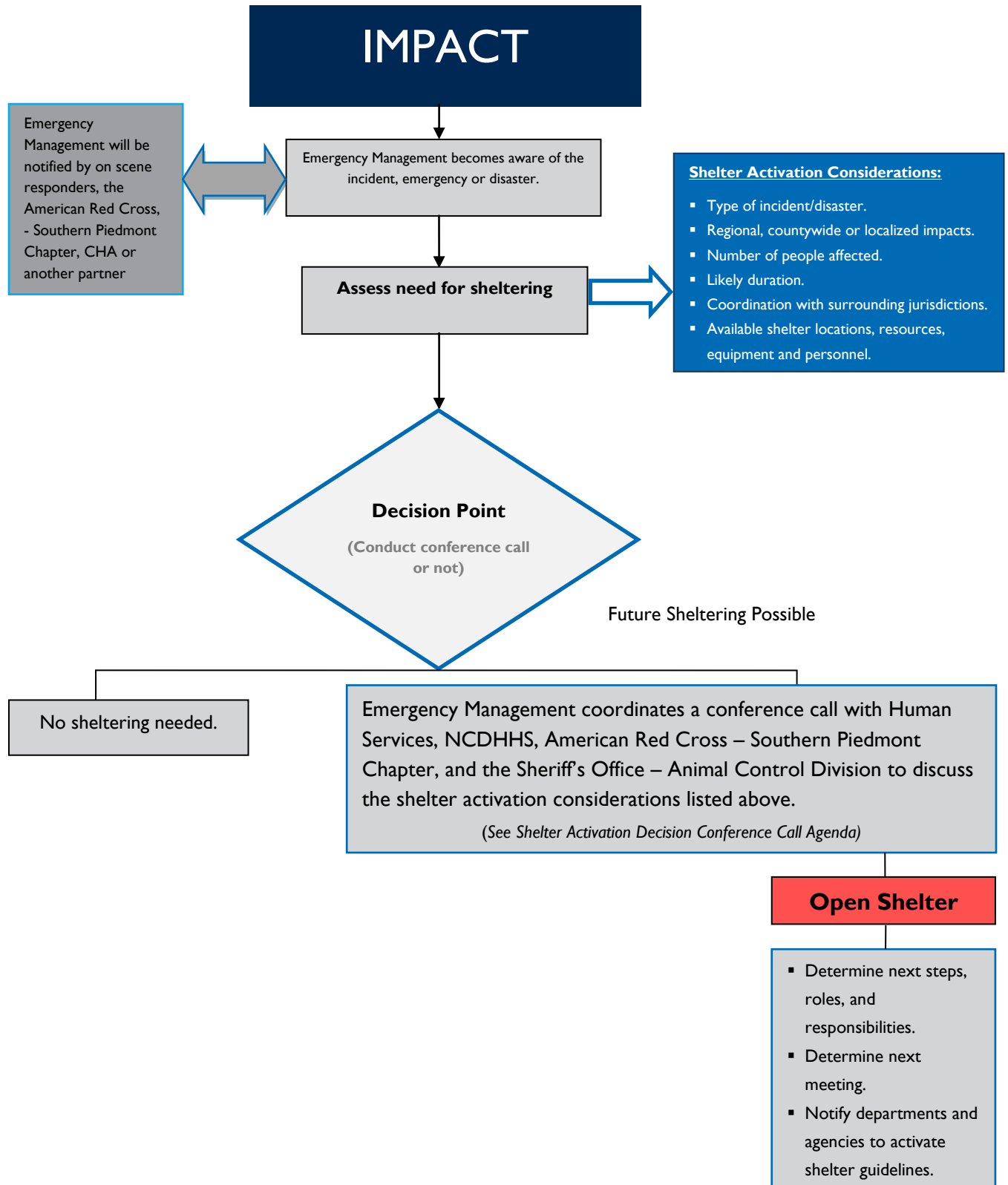
**Appendix 5 to Annex L – Definitions**

**Appendix 6 to Annex L – Durable Medical Equipment Providers**



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## APPENDIX 1 TO ANNEX L – SHELTER ACTIVATION DECISION FLOW CHART AND CALL AGENDA



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## SHELTER ACTIVATION CONFERENCE CALL AGENDA

### Shelter Activation Decision Conference Call Agenda

[INSERT MONTH AND DAY, 20XX]

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#### Introductions

- Brief opening remarks
- Call participant introductions (identification of call participants)

#### Call Purpose

- Incident/situational overview
  - Type of incident and impacts
  - Area(s) impacted (widespread v. Localized)
  - Estimated number of people, businesses, homes, infrastructure, etc., impacted (as information is available)
  - Likely duration of incident
- Assess the need for sheltering
  - Estimation of those seeking shelter?
  - Long-term or short term shelter and mass care needs?
  - Multiple shelter locations needed?

#### Determine Shelter Locations

- Discuss and determine available shelter locations
- Discuss the following shelter considerations
  - Staffing
  - Timing
  - Resources and equipment
  - Transportation
  - Pets and animals

#### Roles and Responsibilities

- Discuss the resources, equipment, and tasks each department/agency will be responsible for

#### Next Steps

- Discuss the next steps following this call
- Determine a time and agenda for next conference call

#### Questions and Answers Adjourn

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## **APPENDIX 2 TO ANNEX L - DETAILED SHELTER REGISTRATION INFORMATION**

The below forms are housed and maintained by the American Red Cross – Southern Piedmont Chapter.

- American Red Cross Shelter Registration Form
- Functional Needs Assessment Form
- Pet Shelter Registration and Agreement Form
- Shelter Confidentiality Agreement

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## APPENDIX 3 TO ANNEX L – SHELTER JOB ROLES AND RESPONSIBILITIES

### SHELTER MANAGER JOB ACTION SHEET

REPORTS TO: Sheltering or Mass Care Lead at ARC EOC

**JOB DESCRIPTION:**

- Responsible for all aspects of the shelter operations for the shelter location
- Ensures the provision of all shelter services and the health and safety of all staff and shelter residents
  - Collects, maintains, and submits all reports

INITIAL RESPONSE ACTIONS		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/> Plan for shelters needs with the Incident Command/EOC.	
	<input type="checkbox"/> Conduct opening the facility walk-through with Facility Manager/Representative.	
	<input type="checkbox"/> Supervise shelter set-up.	
	<input type="checkbox"/> Ensure continuous communications with the Incident Command/EOC.	
	<input type="checkbox"/> Confirm shelter set-up with Shelter Coordination Team.	
	<input type="checkbox"/> Obtain approval for all shelter expenditures from the Incident Command/EOC.	
DAILY SHELTER OPERATION ACTIONS		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/> Ensure continuous communications with the Incident Command/EOC.	
	<input type="checkbox"/> Monitor shelter capacity with ARC/EOC.	
	<input type="checkbox"/> Address any shelter service issues as needed.	
CLOSING THE SHELTER ACTIONS		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/> Receive closing orders from Incident Command/EOC.	
	<input type="checkbox"/> Coordinate closing announcement with JIC.	
	<input type="checkbox"/> Supervise and assist with facility cleaning.	
	<input type="checkbox"/> Conduct facility closing walk-through with Facility Manager/Representative.	
	<input type="checkbox"/> Collect all reports at the debriefing to keep as record of shelter actions.	
	<input type="checkbox"/> Work with Finance Officer as needed to get invoices and reimbursement forms out the door.	

### EQUIPMENT RECOMMENDATIONS

	Item	Description	Quantity	Notes
<input type="checkbox"/>	Job Action Sheets for All Positions		At least one copy of each	
<input type="checkbox"/>	Resource Request Forms			
<input type="checkbox"/>	ARC Shelter Manager Opening Kit			
<input type="checkbox"/>	Pens/Pencils			

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Every Shelter Manager should have an ARC shelter Manager's Kit that contains the following:

<b>Supply</b>
<b>100 registration forms</b>
<b>5 sign strips</b>
<b>5 directional arrows</b>
<b>5 utility pole ids</b>
<b>2- temporary name badges and holders</b>
<b>12 pencils and pens</b>
<b>1 package 3x5" index cards</b>
<b>2 clip boards</b>
<b>4 paper tablets</b>
<b>1 pencil sharpener</b>
<b>2 staples</b>
<b>1 box staples</b>
<b>2 boxes paper clips</b>
<b>1 packages of carbon paper</b>
<b>1 manual hole punch</b>
<b>2 large black magic markers</b>
<b>1 box of trash bags</b>
<b>2 rolls paper towels</b>
<b>1 package paper napkins</b>
<b>6 roles toilet tissue</b>
<b>1 box safety pins</b>
<b>1 bottle of all purpose cleaner</b>
<b>1 box thumb tacks</b>
<b>2 rolls masking tape</b>
<b>1 roll clear tape</b>
<b>1 package rubber bands</b>
<b>1 pair scissors</b>
<b>24 file folders/labels</b>
<b>1 pad of easel paper</b>
<b>1 3-ring binder with tab dividers</b>
<b>1 whistle</b>
<b>1 roll orange table for traffic control</b>
<b>1 flashlight/battery</b>
<b>1 electric lantern/battery</b>
<b>1 battery operated radio</b>
<b>1 package disposable diapers</b>
<b>1 box sanitary napkins</b>
<b>2 boxes facial tissue</b>
<b>1 package antiseptic</b>
<b>50 pre-moistened towelettes</b>

# ANNEX L SHELTER AND MASS CARE

## PUBLIC HEALTH OFFICER Job Action Sheet

**REPORTS TO: Shelter Manager**

### JOB DESCRIPTION:

- **Monitors shelter environment health and safety, including air, water, food, sanitation, structural, contamination, wastes, etc.**
  - **Addresses and advises on public health issues as needed**
- **Works closely with local Boards of Health, the Department of Public Health and the Center for Disease Control to monitor public health.**

INITIAL RESPONSE ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/> Determine the public health needs of the shelter population and take appropriate protective measures.	
	<input type="checkbox"/> Conduct an environmental health assessments and food inspections of the shelter.	
	<input type="checkbox"/> Monitor and communicate with Boards of Health, the Department of Public Health and the Center for Disease Control.	
DAILY SHELTER OPERATION ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/> Monitor public health and communicate with Boards of Health, the Department of Health and the Center for Disease Control.	
	<input type="checkbox"/> Take protective and preventative measures and issue orders as needed to ensure public health.	
	<input type="checkbox"/> Conduct daily environmental health assessments and food inspections. *Recommended twice daily*	
CLOSING THE SHELTER ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/> Communicate with Boards of Health, the Department of Health and the Center for Disease Control on shelter closure.	
	<input type="checkbox"/> Continue to monitor public health status.	
	<input type="checkbox"/> Turn in all environmental health inspection forms to the Shelter Manager.	

### PUBLIC HEALTH OFFICER RECOMMENDED EQUIPMENT

	Item	Description	Quantity	Notes
<input type="checkbox"/>	Thermometers (digital/manual)		1	
<input type="checkbox"/>	Batteries		1	
<input type="checkbox"/>	Alcohol wipes		1 container	
<input type="checkbox"/>	Hand sanitizer		1 bottle	
<input type="checkbox"/>	Disposable gloves		1 box	May need more for extended sheltering situations
<input type="checkbox"/>	Measuring tape	25ft length		
<input type="checkbox"/>	Clipboard, pens, paper		several of each	
<input type="checkbox"/>	Masking tape		1 roll	
<input type="checkbox"/>	Markers		1 set	
<input type="checkbox"/>	Sanitizer test strips			Enough to do walk-through twice per day for one week
<input type="checkbox"/>	Electrical outlet tester		1	

# ANNEX L SHELTER AND MASS CARE

## FUNCTIONAL NEEDS SUPERVISOR JOB ACTION SHEET

### REPORTS TO: SHELTER MANAGER

#### JOB DESCRIPTION:

- Ensures the needs of the entire shelter population are met (including dietary, ADA compliance, limited mobility, etc.)
- Consults with other shelter staff as needed to address specific functional, daily living needs

INITIAL RESPONSE ACTIONS:		
	Action	Notes
Task Completed	<input type="checkbox"/>	Review Functional Needs Support Services (FNSS) shelter policies and procedures.
	<input type="checkbox"/>	Walk-through facility after set-up to see if there are additional FNSS issues to be addressed.
	<input type="checkbox"/>	Make sure to provide the Registration Team with copies of the FNSS Intake Form and the Shelter Confidentiality Agreement Form.
	<input type="checkbox"/>	Address any FNSS issues and then confirm shelter set-up with Shelter Manager.
DAILY SHELTER OPERATION ACTIONS:		
	Action	Notes
Task Completed	<input type="checkbox"/>	Keep track of all FNSS issues and requests and how they were addressed.
	<input type="checkbox"/>	Coordinate accommodations for FNSS issues as needed.
	<input type="checkbox"/>	Assist with the transition of shelter residents who have functional service needs.
CLOSING THE SHELTER ACTIONS:		
	Action	Notes
Task Completed	<input type="checkbox"/>	Assist with the transition of shelter residents who have functional or support service needs.
	<input type="checkbox"/>	Continue to keep track of all FNSS issues and requests.
	<input type="checkbox"/>	Assist with shelter clean-up as needed.

### FNSS ADVISOR RECOMMENDED EQUIPMENT

	Item	Description	Quantity	Notes
<input type="checkbox"/>	Pens/Pencils			
<input type="checkbox"/>	FNSS Request Forms			
<input type="checkbox"/>	FNSS Intake Form			
<input type="checkbox"/>	Shelter Confidentiality Agreement Form			
<input type="checkbox"/>	Folders			

# ANNEX L SHELTER AND MASS CARE

## FUNCTIONAL NEEDS INTAKE FORM

<b>Date/Time:</b>	<b>Shelter Name/City/State</b>		
<b>Family Last Name:</b>			
<b>Primary language spoken in home:</b>		<b>Intake Interviewer may need assistance with language/interpreter YES / NO</b>	
<b>Names/ages/genders of all family members present: <i>Continue on other side if more room is needed.</i></b>		<b>Age:</b>	<input type="checkbox"/> male <input type="checkbox"/> female
		<b>Age:</b>	<input type="checkbox"/> male <input type="checkbox"/> female
		<b>Age:</b>	<input type="checkbox"/> male <input type="checkbox"/> female
		<b>Age:</b>	<input type="checkbox"/> male <input type="checkbox"/> female
<b>If alone and under 18, location of next of kin/parent/guardian: <i>If unknown, notify Shelter Manager &amp; interviewer initial here:</i></b>			
<b>Home Address:</b>			
<b>Client Contact Number:</b>	<b>Interviewer Name (print name):</b>	<b>Signature:</b>	
<b>DO YOU HAVE A MEDICAL OR SAFETY CONCERN OR ISSUE RIGHT NOW? If yes, STOP and call for assistance NOW! Or Call 911</b>			
<b>COMMUNICATIONS</b>	<b>Circle</b>	<b>Actions to be taken</b>	<b>Name of Individual with Need / Additional Info</b>
Will you need assistance with understanding or answering these questions?	YES / NO	If yes, notify Shelter Manager; refer to Additional Assistance.	
<b>HEARING</b>	<b>Circle</b>	<b>Actions to be taken</b>	
Do you use a hearing aid? Is it with you?	YES / NO	If yes to either, ask the next two questions.	
Is the hearing aid working?	YES / NO	If no, identify replacements.	
Do you need a battery?	YES / NO	If yes, identify replacements.	



# ANNEX L SHELTER AND MASS CARE

LANGUAGES	Circle	Actions to be taken	Name of Individual with Need / Additional Info
How do you best communicate with others?	YES / NO	Languages? Sign language? Smartphone? Computer? Other?	
What languages can you communicate in?		Speak:	
		Read:	
		Write:	
Do you need a sign language interpreter?	YES / NO	If yes, notify Interpreter Strike Team Leader.	
VISION/SIGHT	Circle	Actions to be taken	Name of Individual with Need / Additional Info
Do you wear eyeglasses? Are they with you?	YES / NO	If no, ask if they need a replacement?	
Do you have difficulty seeing, even with glasses?	YES / NO	If no, skip to the next section.	
Do you use a white cane? Is it with you?	YES / NO	If yes, ask next questions.	
Do you need help getting around, even with your white cane?	YES / NO	If yes, collaborate with FNSS Advisor and Regional Shelter Supervisor.	
MEDICAL	Circle	Actions to be taken	Name of Individual with Need / Additional Info
Do you have any severe allergies? Environmental, food, medication?	YES / NO	If yes, refer to Health Services/Food Services. List:	
Do you use special medical equipment or supplies? (Epi-pen, diabetes supplies, respirator, oxygen, dialysis, ostomy, etc.)	YES / NO	List:	
Do you have it with you?	YES / NO	If no, list potential sources.	
Have you been in the hospital or under the care of a doctor in the past month?	YES / NO	If yes, list reason.	
Do you take any medicine(s) regularly?	YES / NO		
When did you last take your medicine?		Date/Time	
When should you take your next dose?		Date/Time	

# ANNEX L SHELTER AND MASS CARE

Do you have the medicine with you?	YES / NO	If no, identify medications and process for replacement.	
Do you have your prescription with you?	YES / NO		
Do you have any other medical needs:	YES / NO	List:	
<b>INDEPENDENCE FOR DAILY LIVING</b>	<b>Circle</b>	<b>Actions to be taken</b>	<b>Name of Individual with Need / Additional Info</b>
Do you use medicine, equipment, or electricity to operate medical equipment or other items for daily living?	YES / NO	If yes, refer to Health Services.	
Do you normally use a caregiver, personal assistant, or service animal?	YES / NO	If yes, ask next question. If no, skip next question.	
Is your caregiver, personal assistant, or service animal here or can they come?	YES / NO	If no circle which one and refer to Health Services/ DART. If yes, list their name.	
Do you need help getting dressed, bathing, eating, and/or toileting?	YES / NO	If yes, specify and explain.	
Do you need help with your medications?	YES / NO	If yes, specify and explain.	
Do you need help moving around or getting in and out of bed?	YES / NO	If yes, explain.	
Do you have a family member, friend, or caregiver with you to help with these activities?	YES / NO	If no, consult Shelter Manager to determine if general population shelter is appropriate.	
Do you rely on a mobility device such as a cane, walker, wheelchair or transfer board?	YES / NO	If no, skip the next question. If yes, list.	
Do you have the mobility device/equipment with you?	YES / NO	If no, identify potential resources for replacement.	
Do you wear dentures? Do you have them with you?	YES / NO	If needed, identify potential resources for replacement.	
Are you on any special diet?	YES / NO	If yes, list special diet and notify feeding staff.	

# ANNEX L SHELTER AND MASS CARE

Do you have food allergies?	YES / NO	If yes, list food allergies and notify feeding staff.	
<b>SUPERVISION AND SUPPORT</b>	<b>CIRCLE</b>	<b>ACTIONS</b>	<b>Name of Individual with Need / Additional Info</b>
Do you or any of your family members require additional support or supervision?	YES / NO	If yes, list type and frequency.	
Are you presently receiving any benefits (Medicare/Medicaid) or do you have other health insurance coverage?	YES / NO	If yes, list type and benefit number(s) if available. Make photocopy of card.	
Do you need access to a 12-step program? Which one?	YES / NO	List program type.	
Would you like to register on the Red Cross SAFE and WELL website to let loved ones know you are OK?	YES / NO	If yes, provide registration form.	
Would you be able or willing to help others in the shelter?	YES / NO	How? Serve food, supervise children, organize service teams, etc	
<b>TRANSPORTATION</b>	<b>Circle</b>	<b>Actions to be taken</b>	<b>Name of Individual with Need / Additional Info</b>
Do you need assistance with transportation?	YES / NO	If yes, list destination and date/time.	
<b>ADDITIONAL QUESTIONS</b>			
Would this person benefit from a more detailed health or behavioral health assessment?	YES / NO	If yes, refer to Behavioral Health.	
Does the client appear to be overwhelmed, disoriented, agitated or a threat to self or others? Interviewer Initial ____	REFER to: HS YES / NO DMH YES / NO	If life threatening, call 911. If yes or unsure, refer immediately to Behavioral Health.	
Can this shelter provide the assistance and support needed?	YES / NO	If no, work with Behavioral Health & Shelter Manager.	
Has the person been able to express his/her needs and make choices?	YES / NO	If no or unsure, consult with Behavioral Health & Shelter Manager.	
<b>HS/DMH signature:</b>			<b>Date:</b>

# ANNEX L SHELTER AND MASS CARE

## DORMITORY TEAM LEADER JOB ACTION SHEET

**REPORTS TO: SHELTER MANAGER**

**JOB DESCRIPTION:**

- Provide adequate dormitory services to shelter residents
  - Oversight of Child Care Unit

INITIAL RESPONSE ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	<b>Review dormitory policies and procedures.</b>
	<input type="checkbox"/>	<b>Designate and activate Child Care Unit and dormitory staff.</b>
	<input type="checkbox"/>	<b>Hold staff briefing – distribute Job Action Sheets.</b>
	<input type="checkbox"/>	<b>Determine staffing schedule with the Shelter Manager.</b>
	<input type="checkbox"/>	<b>Oversee and assist with dormitory and childcare areas set-up.</b>
	<input type="checkbox"/>	<b>Confirm set-up with Shelter Manager.</b>
DAILY SHELTER OPERATION ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	<b>Determine staffing schedule with the Shelter Manager.</b>
	<input type="checkbox"/>	<b>Oversee the dormitory and childcare area.</b>
	<input type="checkbox"/>	<b>Hold shift change briefing with staff.</b>
	<input type="checkbox"/>	<b>Address dormitory Issues as needed.</b>
CLOSING THE SHELTER ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	<b>Hold shelter closing procedure briefing with dormitory and childcare staff.</b>
	<input type="checkbox"/>	<b>Assist with the transition of shelter residents as needed.</b>
	<input type="checkbox"/>	<b>Oversee take-down and cleaning of dormitory area.</b>
	<input type="checkbox"/>	<b>Hold debriefing with staff to collect reports, recap shelter operations and identify areas for improvement.</b>

# ANNEX L SHELTER AND MASS CARE

## REGISTRATION TEAM LEADER JOB ACTION SHEET

**REPORTS TO: Shelter Manager**

**JOB DESCRIPTION:**

- Oversight of all shelter intake, check-in, check-out and leaving activities
  - Monitor shelter capacity
- Referral of shelter residents to FNSS Advisor, Medical Team or Animal Shelter Manager as needed
- Responsible for the distribution of shelter information (including rules, procedures and policies)

INITIAL RESPONSE ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	Review of shelter registration policies and procedures.
	<input type="checkbox"/>	Activate registration team staff.
	<input type="checkbox"/>	Hold briefing with staff – distribute any paperwork required by staff.
	<input type="checkbox"/>	Oversee set-up of registration area by Registration Team staff.
	<input type="checkbox"/>	Confirm set-up with Shelter Manager.
	<input type="checkbox"/>	Coordinate security screening and bag checking with the law enforcement (as needed).
DAILY SHELTER OPERATION ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	Hold shift change briefing with Registration Team staff.
	<input type="checkbox"/>	Oversee shelter registration activities (intake, check-in, checkout, and leaving) to monitor shelter capacity.
	<input type="checkbox"/>	Refer shelter residents to additional services as needed (FNSS, medical, dietary, translators, etc.).
CLOSING THE SHELTER ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	Hold shelter closing briefing with Registration Team staff.
	<input type="checkbox"/>	Oversee and assist with shelter resident transition.
	<input type="checkbox"/>	Oversee registration area take-down and clean-up.
	<input type="checkbox"/>	Hold debriefing with Registration Team staff; collect any reports feedback.

# ANNEX L SHELTER AND MASS CARE

## ANIMAL SHELTER MANAGER

**REPORTS TO:** Shelter Manager

### JOB DESCRIPTION:

- Oversight and coordination of all animal shelter services
  - Monitors animal shelter capacity and needs

INITIAL RESPONSE ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	Review Animal Shelter Guidelines and determine the animal shelter needs.
	<input type="checkbox"/>	Participate in Shelter Opening Assessment with the Shelter Manager and staff.
	<input type="checkbox"/>	Activate Animal Shelter staff for the following roles: <ul style="list-style-type: none"> <li>• Registration Team</li> <li>• Kennel Team</li> <li>• Veterinary Team</li> </ul>
	<input type="checkbox"/>	Hold shelter opening briefing with animal shelter staff to review animal shelter needs and review animal shelter guidelines. Distribute Job Action Sheets.
	<input type="checkbox"/>	Coordinate and assist with the animal shelter area set-up.
DAILY SHELTER OPERATION ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	Hold shift change briefings with staff.
	<input type="checkbox"/>	Address animal shelter issues as needed.
	<input type="checkbox"/>	Monitor animal shelter capacity and needs.
CLOSING THE SHELTER ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	Hold briefing on animal shelter closure procedures with staff.
	<input type="checkbox"/>	Coordinate and assist with animal shelter area take-down and clean-up.
	<input type="checkbox"/>	Hold debriefing with staff and collect all reports at shelter closure.

# ANNEX L SHELTER AND MASS CARE

## ANIMAL REGISTRATION TEAM JOB ACTION SHEET

**REPORTS TO: ANIMAL SHELTER MANAGER**

**JOB DESCRIPTION:**

- Responsible for animal intake, check-in and check-out

INITIAL RESPONSE ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	<b>Set-up animal shelter registration, check-in, and check-out areas.</b>
	<input type="checkbox"/>	<b>Review animal shelter registration protocols and animal shelter guidelines.</b>
	<input type="checkbox"/>	<b>Confirm set-up with Animal Shelter Branch Manager.</b>
DAILY SHELTER OPERATION ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	<b>Provide staffing for animal shelter intake, check-in, and check-out areas.</b>
	<input type="checkbox"/>	<b>Monitor animal shelter intake, check-in, and check-out areas.</b>
	<input type="checkbox"/>	<b>Assist with the transition of shelter animals to other identified locations.</b>
CLOSING THE SHELTER ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	<b>Assist with the transition and check-out of shelter animals.</b>
	<input type="checkbox"/>	<b>Coordinate take-down and cleaning of animal shelter area.</b>

# ANNEX L SHELTER AND MASS CARE

**KENNEL TEAM JOB ACTION SHEET**  
**REPORTS TO: ANIMAL SHELTER MANAGER**  
**JOB DESCRIPTION:**

- Responsible for animal living, supply storage, outdoor and food preparation areas for the animal shelter

INITIAL RESPONSE ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/> Set-up of animal living, supply storage, outdoor and food preparation areas.	
	<input type="checkbox"/> Review animal shelter guidelines and kennel protocols.	
	<input type="checkbox"/> Confirm set-up with Animal Shelter Branch Manager.	
DAILY SHELTER OPERATION ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/> Provide staffing for animal living, supply storage, outdoor and food preparation areas.	
	<input type="checkbox"/> Review animal care sheets for each animal shelter resident.	
	<input type="checkbox"/> Assist with the transition of shelter animals to other identified locations.	
CLOSING THE SHELTER ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/> Assist with the transition of shelter animals as needed.	
	<input type="checkbox"/> Coordinate take-down and cleaning of animal shelter area.	



# ANNEX L SHELTER AND MASS CARE

**VETERINARY TEAM JOB ACTION SHEET  
REPORTS TO: ANIMAL SHELTER MANAGER  
JOB DESCRIPTION:**

- Provide basic medical care services for shelter animals

INITIAL RESPONSE ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	Set-up the veterinary services area.
	<input type="checkbox"/>	Review animal shelter guidelines and veterinary protocols.
	<input type="checkbox"/>	Confirm set-up with Animal Shelter Manager.
DAILY SHELTER OPERATION ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	Provide animal shelter staffing for veterinary services area.
	<input type="checkbox"/>	Review Daily Animal Care Sheets for each animal shelter resident.
	<input type="checkbox"/>	Assist with the transition of shelter animals.
CLOSING THE SHELTER ACTIONS:		
	Action	Notes
<b>Task Completed</b>	<input type="checkbox"/>	Assist with the transition of shelter animals as needed.
	<input type="checkbox"/>	Coordinate take-down and cleaning of animal shelter area.

# ANNEX L SHELTER AND MASS CARE

## FOOD UNIT JOB ACTION SHEET

REPORTS TO: Shelter Manager

### JOB DESCRIPTION:

- Responsible for providing all food preparation, feeding, and clean-up
- Coordinate with Public Health Officer the daily Environmental Health Assessments

INITIAL RESPONSE ACTIONS:								
	Action	Notes						
Task Completed	<input type="checkbox"/>	Set-up the hand washing, sanitation, food preparation, feeding, and food waste disposal areas.						
	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Determine a feeding schedule with the Shelter Manager:</th> </tr> <tr> <td style="width: 50%; text-align: center;">What times will meals be available?</td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">What times will snacks be available?</td> <td></td> </tr> </table>	Determine a feeding schedule with the Shelter Manager:		What times will meals be available?		What times will snacks be available?	
	Determine a feeding schedule with the Shelter Manager:							
	What times will meals be available?							
	What times will snacks be available?							
	<input type="checkbox"/>	Determine the number of meals and snacks that will be served per day.						
	<input type="checkbox"/>	Confirm area set-up with Shelter Manager.						
<input type="checkbox"/>	Check to make sure food inspections have occurred.							
<input type="checkbox"/>	Coordinate with Public Health Officer the daily Environmental Health Assessments.							
DAILY SHELTER OPERATION ACTIONS:								
	Action	Notes						
Task Completed	<input type="checkbox"/>	Prepare meals and snacks.						
	<input type="checkbox"/>	Provide feeding services.						
	<input type="checkbox"/>	Clean kitchen, feeding, sanitation and food waste disposal areas.						
	<input type="checkbox"/>	Coordinate with Public Health Officer the daily Environmental Health Assessments.						
CLOSING THE SHELTER ACTIONS:								
	Action	Notes						
Task Completed	<input type="checkbox"/>	Attend shelter closing briefing by Shelter Manager.						
	<input type="checkbox"/>	Clean and take-down the kitchen, feeding, and food waste disposal areas.						

# ANNEX L SHELTER AND MASS CARE

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## **APPENDIX 4 TO ANNEX L – COUNTY SHELTER LOCATIONS**

Current shelter locations list on file with NCEM WebEOC software platform.

## APPENDIX 5 TO ANNEX L – DEFINITIONS

This section identifies terms and acronyms in the mass care and shelter annex.

**Activation Trigger** – A predetermined decision point that officials will use in shelter planning and operations efforts to identify when to initiate shelter services for an affected population.

**American Red Cross** – An NGO that provides mass care support during minor to major emergencies.

**Americans with Disabilities Act (ADA)** – A law enacted by the U.S. Congress in 1990 and later amended in 2009. It is a wide-ranging civil rights law that prohibits discrimination based on disability. A shelter facility that complies with the ADA has met standards that allow reasonable accommodation for individuals with disabilities.

**Anticipatory Sheltering Mode** – A mode used when shelter facilities are activated before an emergency in order to mobilize staff and equipment to the shelter ahead of the anticipated impact of the incident that might prevent or limit staff/equipment mobilization (for example, loss of power, road closures, debris, limited visibility).

**Concept of Operations (CONOPS)** – A document describing a proposed system from the perspective of the stakeholder or stakeholders that will use that system. A CONOPS evolves from a general concept and describes how a set of capabilities may be employed to achieve predetermined objectives.

**Family Assistance Center** – A location designed to assist families during emergencies and serve as a resource center to provide various familial assistance, behavioral support, or other general group needs.

**Functional Needs Support Services (FNSS)** – Services that enable individuals to maintain their independence in a general population shelter. FNSS includes the following:

- Reasonable modification to policies, practices, and procedures
- Durable medical equipment (DME)
- Consumable medical supplies (CMS)
- Personal assistance services (PAS)
- Other goods and services as needed

Children and adults requiring FNSS may have physical, sensory, mental health, and cognitive and/or intellectual disabilities affecting their ability to function independently without assistance.

Others who may benefit from FNSS include women in late stages of pregnancy, the elderly, and people who need bariatric equipment.

**Hospice Care** – End-of-life care provided by health professionals and volunteers. Medical, psychological, and spiritual support is often provided.

**ICS** – An incident management tool for the command, control, and coordination of emergency response. ICS is widely used within agencies responsible for providing for public safety and public health during

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## SHELTER AND MASS CARE

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emergencies.

**Local Sheltering** – A method of sheltering that entails activating sheltering facilities within the community during emergencies.

**Mass Notification System** – A communication tool used by local communities to notify and inform residents of an emergency, protective actions, or general information.

**Medical Reserve Corps (MRC)** – A community-based volunteer group generally comprising medical and public health practitioners (for example, public health officials, doctors, nurses, interpreters). MRC volunteers can help support medical functions or general shelter operations during shelter activations.

**Medical Surge** – The ability to provide adequate medical evaluation and care during incidents that exceed the limits of the normal medical infrastructure of an affected community.

**Memorandum of Understanding (MOU)** – A document that describes two-sided or multiple-sided agreement(s) between parties.

**NGO** – A nonprofit or voluntary group that is organized on a local, national, or international level driven by people with common interests. In relation to sheltering, NGOs assist by providing service and humanitarian functions in mass care missions.

**Operational Guidance** – Strategies based on analysis of identified planning assumptions. Operational guidance is the guidelines based on best practices for emergency managers to keep in mind when devising operational plans and objectives.

**Palliative Care** – A specialized form of care focused on the pain, symptoms, and stress of serious illness. Relieving and preventing the suffering of patients is the focus.

**Planning Assumption** – An influencing statement related to a particular issue that will help drive operational decision making in order to provide a set of guidance to alleviate the issue.

**Project Planning Team (PPT)** – The PPT provides oversight and guidance of the overall project in the context of the County mass care and sheltering planning project. Team members are representatives from a variety of Cabarrus County departments and agencies.

**Portable Vehicle Message Signs** – A gas, oil, or solar powered message tool that is generally used by transportation agencies to notify drivers of transportation-specific information (for example, road closures, construction). These signs can be used during emergencies to display information to the public (for example, shelter location and hours, directional signage).

**Quarantine** – A method of isolation, typically to contain the spread of something considered dangerous (often a disease or infection).

**Response Sheltering Mode** – A mode used when shelters are activated in response to a need in order to conserve resources and mobilize staff and equipment.

**Shelter** – A facility that is activated to provide basic needs to an affected population as the result of an emergency.

**Shelter Activation** – The commencement of shelter authorization for operation in anticipation of or in response to an emergency. The decision to activate a shelter is made by Emergency Management (depending

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on the type of shelter solution being used).

**Shelter Demobilization** – The deactivation of shelter staff and assets once the emergency has been stabilized and shelter residents are able to return to their homes.

**Shelter Operations** – All of the activities required for the shelter to successfully provide services and attend to the needs of an evacuating population. Shelter operations are conducted by shelter staff and are managed by the Shelter Manager and Emergency Management Coordinator.

**Shelter Resident** - A term given to an individual or individuals evacuated from a dangerous area due to some type of emergency impact and housed at a shelter facility.

**Shelter Resident Reunification** – A term given to the process of reunifying family or friends that have temporarily been separated due to incidents experienced upon impact of an emergency. Evacuee reunification services are generally required when large-scale emergencies or evacuations have occurred.

**Shelter Restoration** – The process of returning a facility to its original state prior to shelter activation.

**Social Media** – Web- and mobile-based technology used to communicate or contribute to the exchange of ideas or information. Examples include Facebook, Twitter, Instagram, etc.

**Voluntary Organizations Active in Disaster (VOAD)** – A collection of voluntary organizations that coordinate with each other to help provide various operational needs during emergencies.

**WebEOC** – A computer software tool that provides situational awareness during emergencies. It is widely used by agencies responsible for emergency management functions within the County.

# ANNEX L SHELTER AND MASS CARE

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## **APPENDIX 6 TO ANNEX L – DURABLE MEDICAL EQUIPMENT PROVIDERS**

Current list on file with Emergency Management and American Red Cross – Southern Piedmont Chapter.

### **Primary Agencies**

- Planning and Development – Chief Codes Enforcement Officer

### **Support Agencies**

- Active Living and Parks
- Board of County Commissioners
- CCTS
- Cooperative Extension
- Emergency Management
- Fire Marshal's Office/Fire Services
- IAM
- Municipal Fire Departments
- Sheriff's Office
- Tax Administration

## **I. PURPOSE**

This annex provides guidance for the organization and coordination of damage assessment and reporting following an emergency incident or event.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Any emergency situation has the potential to cause damage.
2. A damage assessment program is essential to effective response and recovery operations following an emergency.
3. The Emergency Management Coordinator oversees a Preliminary Damage Assessment (PDA) to determine the severity and magnitude of the damages and identifies the actions necessary to respond and recover from the impacts.
4. If an emergency situation results in a Presidential Declaration of an "emergency" or "major disaster", the Emergency Management Coordinator oversees a countywide PDA of public and private property. This process includes the following steps:
  - a. Determine the procedures and resources the County needs for response and recovery operations.
  - b. Establish the priorities for types of resources.
  - c. Guide the allocation of local government resources.
  - d. Provide an estimate of what outside assistance is necessary to restore the impacted area to pre-disaster condition.



# ANNEX M

## DAMAGE ASSESSMENT

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### B. Assumptions

1. The effects of the emergency situation may continue to pose a threat of damage to public and private property.
2. Prompt implementation of damage assessment procedures expedites relief and assistance for those people adversely affected by the emergency.
3. Information and data gathered from the PDA and other damage assessment activities are used in determining the extent of state and federal government assistance, including the likelihood of a Presidential Declaration.

### III. CONCEPT OF OPERATIONS

#### A. General

1. The County and local municipal governments conduct damage assessment operations.

#### B. Damage Assessment

1. The Emergency Management Coordinator coordinates initial response from the EOC.
2. Local municipalities operate from their city/town EOC(s).
3. The Coordination Group of the EOC manages damage assessment within the County.
4. The municipalities coordinate their damage assessment with the EOC and submit all damage reports to the EOC. All requests for assistance with damage assessment go the EOC for action.
5. Planning and Development and the Tax Assessor's Office form damage assessment teams to examine and report on the extent of damage throughout the County.
6. The Chief Codes Enforcement Officer becomes the County Damage Assessment Officer (DAO).
  - a. The DAO supervises the operations of the damage assessment teams and coordinates for any additional support needed to conduct damage assessment.
  - b. Once notified by the Emergency Management Coordinator, the DAO notifies trained damage assessment personnel; designates an assembly area; and organizes, equips, and assigns the teams to the affected areas to conduct the PDA.
  - c. The DAO compiles the damage survey data, prepares damage assessment reports for the Emergency Management Coordinator, and provides information for EOC staff to plot damaged areas on the situation map.
7. The Emergency Management Coordinator reviews the damage assessment report(s) to determine if any outside assistance is necessary during response and recovery. The Emergency Management Coordinator briefs these reports to the Board of County Commissioners and government leaders.
8. The Emergency Management Coordinator forwards damage assessment reports and any requests for assistance to the NCEM Western Branch Office by the quickest means available.

# ANNEX M

## DAMAGE ASSESSMENT

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9. The Safety Officer advises the DAO on personnel safety issues during damage assessment operations. Based on information received from the DAO, the Safety Officer makes recommendations to the County Manager and Board of County Commissioners on the use of any damaged County facilities.
10. The County Cooperative Extension Office provides a damage assessment team to determine the extent of damage to farms, crops, and livestock.

#### **IV. DIRECTION AND CONTROL**

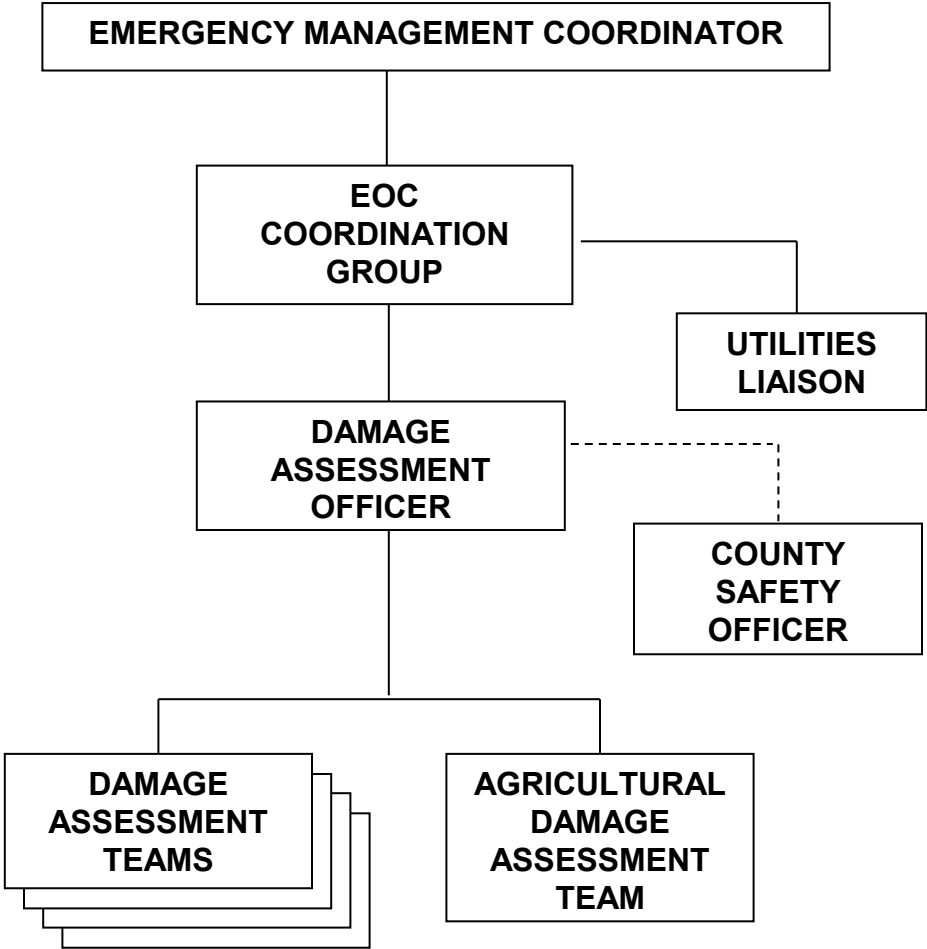
- A. The DAO is a member of the EOC staff and coordinates damage assessment operations.
- B. Any County department may be called on to provide personnel and resources to support the damage assessment effort as needed.
- C. Personnel from departments assigned damage assessment missions remain under the control of their own departments, but function under the technical supervision of the DAO.

#### **V. CONTINUITY OF GOVERNMENT**

- A. Staffing assignments for positions in the EOC allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.
- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.
- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) who cannot reach the EOC location.
- E. Order of Succession:
  1. Chief Codes Enforcement Officer
  2. Deputy Chief Codes Enforcement Officer
  3. Codes Facilitator(s)
  4. County Tax Appraiser
- F. Order of succession for departments and agencies supporting damage assessment are in accordance with the established procedure for those departments and agencies.

ANNEX M  
DAMAGE ASSESSMENT

APPENDIX 1 TO ANNEX M  
ORGANIZATIONAL STRUCTURE FOR DAMAGE ASSESSMENT



### **Primary Agencies**

- Finance Department/Procurement Services

### **Support Agencies**

- Board of County Commissioners
- Cabarrus Arena and Events Center
- County Manager
- Emergency Management
- Fire Marshal's Office/Fire Services
- Municipal Law Enforcement
- Sheriff's Office

## **I. PURPOSE**

This annex describes the system to identify, locate, and acquire resources for emergency response operations within the County.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. The County has many public and private resources available for emergency response operations.
2. Each municipality within the County has resources available for emergency response operations. When not directly impacted, these jurisdictions may respond to requests for assistance.

### **B. Assumptions**

1. The resources required for response and recovery operations will be available.

## **III. CONCEPT OF OPERATIONS**

- A. County departments and agencies use and control their own resources and equipment during response and recovery operations.
- B. Municipal departments and agencies use and control their resources and equipment during emergencies. Use of these resources outside of the incorporated limits occurs by request from other municipalities and/or the Emergency Management Coordinator.
- C. The EOC is the central control element for resource management in the county.
- D. The Emergency Management Coordinator and the EOC staff coordinate all additional resources requested for county departments during emergencies.
- E. The Finance Director (Finance Officer) has developed procedures to expedite the purchase of expendable supplies during emergency situations.

# ANNEX N

## RESOURCE MANAGEMENT

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- F. The Finance Officer trains Finance Department/Procurement Services personnel assigned to the EOC to perform emergency tasks.
- G. The Finance Officer in the EOC tracks all costs related to the resource requests. These costs include equipment and supplies, equipment operating costs, personnel overtime costs, and all contracted goods, labor, and services.
- H. The Finance Officer accounts for all funds spent and prepares daily summaries of the resources provided for emergency operations. The summaries are used to prepare any Public Assistance (PA) requests to DHS following the conclusion of the emergency.
- I. The Emergency Management Coordinator maintains a resource manual. This manual identifies the resource, the responsible agency, and the procedures to obtain resources during an emergency situation.
- J. The Emergency Management Coordinator identifies those resources and capabilities that are available at local businesses, industrial facilities, and other organizations for use in emergency situations.
- K. The Emergency Management Coordinator develops mutual aid agreements or memorandums of agreement with these organizations to quickly acquire those resources during emergencies. The Emergency Management Coordinator reviews these agreements annually.
- L. Once local resources are exhausted, the County coordinates with adjoining counties for additional available assistance and resources using existing mutual aid agreements through the EOC. Additionally, the County may obtain assistance from NCEM when local capabilities are exhausted.
  - 1. The County requests assistance through the NCEM Western Branch Office from the State EOC. If state resources have been exhausted, NCEM coordinates with DHS and FEMA by requesting external assistance through the EMAC to provide the needed resources and assistance using the ESFs as described in the NRF.

#### **IV. DIRECTION AND CONTROL**

- A. The County Manager directs the overall employment of emergency response assets and requests for additional assistance.
- B. The Emergency Management Coordinator controls the utilization of all resources and support during emergency situations.
- C. The on-site Incident Commander has operational control of all resources assigned to the scene.
- D. The Emergency Management Coordinator has the authority to reassign and divert any resources based on his/her estimate of the overall situation.
- E. Established mutual aid agreements determine who will move, operate, maintain, and fund the operation of any additional equipment provided to the county during emergency response operations.

#### **V. CONTINUITY OF GOVERNMENT**

- A. Staffing assignments for positions in the EOC allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.

# ANNEX N

## RESOURCE MANAGEMENT

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- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.
- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) who cannot reach the EOC location.
- E. Order of Succession:
  - 1. Emergency Management Coordinator
  - 2. Finance Director/Contract and Risk Coordinator
  - 3. Deputy County Manager – Operations
- F. Order of succession for departments and agencies supporting resource management are in accordance with the established procedure for those departments and agencies.

# ANNEX O

## ANIMAL CONTROL AND PROTECTION

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### **Primary Agencies**

- Sheriff's Office - Animal Control Division
- Emergency Management
- Cooperative Extension Office

### **Support Agencies**

- American Red Cross – Southern Piedmont Chapter
- CHA
- Humane Society of Concord
- Local Animal Shelter(s)
- Municipal Animal Control
- Veterinarian Association

## **I. PURPOSE**

This annex describes the system to protect, control, and care for animals during emergency situations.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Any emergency situation that threatens humans also threatens both domestic and wild animals.
2. It is necessary to provide water, shelter, food, and medical treatment for pets, livestock, and wildlife affected during an emergency situation.
3. Relocation, sheltering, and relief efforts for pets and livestock may be required to protect them.
4. Domestic pets will be permitted at County shelter locations. Pet owners are responsible for the care of these animals while they remain at the shelter site.
5. Farm families must continue to care for livestock left behind in evacuated areas.
6. The Emergency Management Coordinator prepares procedures to allow the reentry of those with farm animals to care for livestock. This effort requires animal feed, water, transportation, and veterinary treatment for injured animals.

### **B. Assumptions**

1. The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide care for their animals.
2. The County can expect to receive outside assistance from the state agencies and the private sector.
3. Personnel with proper training and protective equipment will be available to re-enter evacuated areas to rescue and care for livestock or domestic animals.

# ANNEX O

## ANIMAL CONTROL AND PROTECTION

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### III. CONCEPT OF OPERATIONS

- A. The sheltering and protection of pets and livestock during an emergency is the responsibility of their owners. Animal owners must include plans for animal care as they prepare their emergency preparedness plans.
- B. The County provides food and medical treatment to stranded animals when the situation prevents evacuation to a shelter and resources are available.
- C. The Sheriff's Office is the lead agency for animal control during emergencies.
- D. Animal control and protection operations includes rescue, shelter, control, feeding, and preventive immunization of animals left homeless, lost, or strayed as a result of the emergency. The Animal Control Officer (ACO) supervises this effort and determines resource requirements.
- E. The ACO maintains a record of all animals placed into shelters to assist in returning these animals to their owners during recovery. If the animals cannot be returned to their owners, local animal protection groups may be allowed to relocate any animals that are unclaimed to other shelters. These actions are coordinated with the ACO prior to the animal leaving the temporary shelter.
- F. If necessary, the ACO supervises the disposal of animal remains in accordance with established control procedures.
- G. The Emergency Management Coordinator requests volunteers from the Humane Society of Concord and Greater Cabarrus County and similar organizations to assist with the care of animals during emergencies.
- H. Personnel from the Cooperative Extension Office trains and assists these volunteers prior to deployment to local farms to care for livestock. No untrained volunteers are permitted to care for livestock.
- I. The Emergency Management Coordinator coordinates all requests for animal protection assistance and resources such as food, medicine, shelter, specialized personnel, and additional veterinary medical support.
- J. There are additional shelter and support resources available from private farms, feed stores, boarding kennels, stables, and dog and horse clubs. These businesses and/or groups may provide personnel, equipment, and facilities to shelter and care for pets belonging to evacuated citizens and those animals evacuated from established animal shelters when those facilities are full or destroyed by the incident.
- K. The Sheriff's Office and personnel from the North Carolina Wildlife Resources Commission capture and confine any wild animals out of their natural habitats. This includes any wildlife endangered by the emergency situation or those that pose a threat to human life. These agencies return displaced wildlife to its natural habitat as soon as safely possible.
- L. American Red Cross – Southern Piedmont Chapter-operated shelters permit pets to be housed in separate areas of the shelters. The pet care areas of the personnel shelters are not suitable for uncommon, exotic, or dangerous animals, and these animals are not allowed to remain at the shelter site. If the shelter site is not suited to animal care or is unable to accommodate additional animals, the ACO supervises the movement of animals to an animal shelter. Livestock animals are not permitted at personnel shelters.



# ANNEX O

## ANIMAL CONTROL AND PROTECTION

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- M. The PIO provides information on the care of pets and livestock during emergencies. This includes animal shelter locations for pets, livestock, and wildlife during emergency situations.
- N. The PIO coordinates all media activities and press releases associated with the protection of animals. Additionally, the PIO performs the following tasks:
  - 1. Provides instructions on the preparation of pets and livestock for an impending emergency
  - 2. Provides information on the location of temporary animal shelters to drop off lost or stray animals, animals that that people cannot care for, or animals that need immediate medical assistance
  - 3. During response operations, develops a system to direct inquiries on lost pets and livestock to the appropriate animal shelters
- O. The Emergency Management Coordinator requests veterinary support, when needed. The first contact is local Veterinarians and, if additional support is necessary, through the State EOC.
- P. The ACO supervises the disposal of animal carcasses using normal procedures. Should the number of carcasses exceed local disposal capabilities, the Emergency Management Coordinator requests assistance from the State EOC. All disposal operations are coordinated with CHA to avoid any dangers to public health.

#### **IV. DIRECTION AND CONTROL**

- A. The Sheriff's Office manages all activities related to animal protection and control during a disaster.
- B. The ACO directs operations using ICS.
- C. The Sheriff's Office coordinates all animal control efforts with the Emergency Management Coordinator. If necessary, the Emergency Management Coordinator authorizes the ACO to conduct direct liaison with appropriate state agencies.

#### **V. CONTINUITY OF GOVERNMENT**

- A. Staffing assignments for positions in the EOC allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.
- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.
- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) that cannot reach the EOC location.
- E. Order of Succession:
  - 1. Sheriff
  - 2. Chief Deputy
  - 3. Operations Captain
  - 4. ACO

# ANNEX O

## ANIMAL CONTROL AND PROTECTION

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- F. Order of succession for departments and agencies supporting animal control and protection are in accordance with the established procedure for those departments and agencies.

**Primary Agencies**

- Tax Administration

**Support Agencies**

- American Red Cross – Southern Piedmont Chapter
- Cabarrus Arena and Events Center
- CCTS
- Emergency Management
- Human Services
- PIO
- Salvation Army
- United Way
- Urban Ministries

**I. PURPOSE**

This annex describes the management of goods and services that are donated for relief of County residents in the aftermath of an emergency situation. This includes the collection of donated goods from the residents of the County for relief in other affected areas outside of the County.

**II. SITUATION AND ASSUMPTIONS**

A. Situation

1. Historically, persons not directly affected by emergencies are eager to render aid to victims through donations of money, goods, and services.
2. Lack of an organized system of management for the receipt, identification, organization, and distribution of donated goods and services results in confusion and loss of resources.
3. It is essential the public receive timely information on the location(s) of donations sites as well as the type(s) and amount(s) of items needed.
4. At the national level, several organizations have established telephone numbers to provide information on disaster relief. These organizations include FEMA, the American Red Cross and the Salvation Army. NCEM also establishes a donations information center, if necessary.
5. The management and administration of the donated goods program requires suitable facilities, materials handling equipment, and trained personnel. The Emergency Management Coordinator and emergency management staff coordinate the distribution of donated goods to respond to identified needs.
6. When citizens of the County wish to assist the victims of emergencies elsewhere, the County government coordinates the collection, packaging, and shipment of goods to a distribution point in the affected area.

**B. Assumptions**

1. Existing supplies and service capabilities may be insufficient to meet local needs during an emergency situation.
2. Suitable covered storage space and materials handling equipment is available for the reception, sorting, and storage of incoming donated goods.
3. Personnel to handle, store, and issue donated resources is available.
4. Local transportation resources are available to ship the donated goods to other locations.
5. There will be a surplus of some donated goods that will require disposal.
6. Charitable and religious organizations will offer their assistance in managing and operating distribution centers.
7. Citizens and businesses in the County will elect to donate money and goods to disaster victims elsewhere and will seek guidance on methods of participation.
8. Some donors will seek to bypass the distribution system established by the County.

**III. CONCEPT OF OPERATIONS**

**A. General**

1. The goal in donations management is to control donated goods and services to ensure items reach the people most in need in a timely manner and in sufficient quantities.
2. The Emergency Management Coordinator, County government key leaders, and non-government volunteer organizations must assess requirements promptly and request donations to meet those requirements as needed.
3. The EOC notifies the State EOC that the County is accepting donated goods and services along with the location of the CRDP.
4. The CRDP is the main reception and distribution point for supplies provided to the County during emergency response and recovery operations.
5. The desire to assist those in need can result in a surplus of goods or a supply of unnecessary items. If the public information effort cannot discourage the continued donation of unneeded items, they are directed to a holding area away from the area of the emergency for sorting and storage.

**B. Receipt of Donated Goods**

1. Tax Administration is the lead agency for the reception and distribution of donated goods and services.
2. Upon activation of the CRDP, Tax Administration sends a representative to the EOC and is assigned to the Resource Group. These representatives must be prepared for continuous operations and will not be available for duty at the CRDP.

# ANNEX P

## DONATED GOODS MANAGEMENT

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3. The County Manager details additional County government personnel not assigned emergency response tasks with their department to assist in this mission.
4. The magnitude and severity of the emergency dictates the amount of space and personnel required for the reception and distribution process.
5. Emergency Management coordinates with other relief agencies to avoid duplication of efforts.
6. The Emergency Management Coordinator establishes a central reception and sorting center for donated goods at the CRDP. Ideally, this facility is not in the area affected by the emergency. The Emergency Management Coordinator selects separate locations convenient to the affected area(s) as forward distribution centers.
7. The PIO coordinates the release of information regarding the locations of distribution and reception sites, the goods and services requested, assembly points for volunteers, and other pertinent matters. An aggressive public information effort expedites the distribution of goods to victims and limits the influx of unneeded goods.
8. The CRDP is a covered facility of sufficient size to store the donated items.
9. The Emergency Management Coordinator provides materials handling equipment, such as pallet jacks and forklifts, to the CRDP. The Emergency Management Coordinator prepares for expansion of the site with additional equipment suitable for outdoor storage use, such as pallets, tarpaulins, and tie-downs. If necessary, the Emergency Management Coordinator requests a CRDP management team from NCEM to assist operations at the CRDP.
10. The staff of the CRDP will sort, package, and store all donated goods to facilitate efficient distribution.
11. The CRDP staff disposes of surplus donated goods in a manner consistent with the donor's apparent intent. The Emergency Management Coordinator approves the final disposal of donated goods when the CRDP closes. Those items not retained for County use may be made available to the NCEM.
12. NCEM maintains a central warehouse stocked with some emergency supplies available for immediate shipment and uses this facility for organization and storage for donated supplies.

### C. Designated donations

1. A designated donation is a donation made to a specific organization or a donation requested by an organization.
2. The PIO directs public inquiries concerning designated donations to an organization to that specific organization.
3. The organization accepting/receiving the donation follows its own policies and procedures for handling the details of the donation. The donation then belongs to that organization which is responsible for the distribution of those items.

### D. Unsolicited/undesigned goods

1. Unsolicited/undesigned goods are those donations not requested by an agency that has arrived at the CRDP or other collection points.

# ANNEX P

## DONATED GOODS MANAGEMENT

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2. The EOC and the CRDP staff make every effort to designate every shipment to a specific agency or organization to reduce the waste of time and storage space.
3. As a last resort, the Emergency Management Coordinator directs unsolicited or undesignated shipments to the CRDP.
4. The CRDP staff unloads, sorts, and stores unsolicited donations that cannot immediately be sent to a using organization.

### E. Transportation

1. The donor transports goods to the receiving organization or the CRDP. The Emergency Management Coordinator may provide transportation for any donation items critical to recovery efforts.
2. The Emergency Management Coordinator provides transportation of donated goods from the CRDP to the forward distribution points. This effort employs all available County and municipal government vehicles. State and federal assets are used as available.

### F. Voluntary Services

1. Persons may wish to volunteer their personal time and services to assist in the response to the emergency.
2. Volunteers are managed by the American Red Cross – Southern Piedmont Chapter in coordination with emergency management. All volunteers are vetted and credentialed before being assigned.
3. The PIO establishes a telephone bank to receive inquires from the public. The operators encourage individuals interested in volunteering services to affiliate with a recognized private voluntary NGO (American Red Cross, Salvation Army, etc.) or other organized group of their choice, such as church groups.
4. The Emergency Management Coordinator and County government department leaders identify potential volunteers who have specific technical skills needed during response operations.
5. Tax Administration registers volunteers from the general public. The Tax Administrator provides daily registration updates to the EOC and coordinates to provide volunteers to the agencies seeking particular skills.
6. The American Red Cross – Southern Piedmont Chapter coordinates the housing and feeding of public volunteers. Those government department and agencies employing volunteers provide a headcount to the American Red Cross – Southern Piedmont Chapter representative at the EOC each day to assist support planning.

## IV. DIRECTION AND CONTROL

- A. Tax Administration directs and controls Donations Management.
- B. The Emergency Management Coordinator approves all shipments and deployments of volunteer labor or services.

**V. CONTINUITY OF GOVERNMENT**

- A. Staffing assignments for positions in the EOC allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.
- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.
- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) who cannot reach the EOC location.
- E. Order of Succession:
  - 1. Tax Administrator
  - 2. Personal Property Manager
  - 3. Emergency Management Coordinator
- F. Order of succession for departments and agencies supporting donated goods management are in accordance with the established procedure for those departments and agencies.

# ANNEX P

## DONATED GOODS MANAGEMENT

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### APPENDIX 1 TO ANNEX P CRDP

#### I. PURPOSE

This appendix describes the basic organization of the CRDP.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. During emergency response and recovery operations, the County may expend supplies and other assets available.
2. To sustain the recovery and response efforts, the County may seek assistance from other counties and municipalities, the State of North Carolina, and the federal government.
3. Additionally, private citizens and nongovernment organizations may offer assistance in the form of donations of needed supplies.
4. Emergency Management establishes a facility to receive, store, and account for the resources obtained from sources outside of the County government. All incoming supplies are sent to this location. This facility is the central point for receiving and then distributing supplies to throughout the County as directed by the Emergency Management Coordinator.

##### B. Assumptions

1. The County expends all available resources during response operations requests assistance from the state and other sources.
2. There are suitable locations within the County to establish a CRDP.
3. The County is able to obtain the use of these facilities.
4. The County has sufficient personnel available to operate the CRDP during continuous operations and can provide material handling equipment and operators to assist CRDP operations.
5. NCEM can supply trained staff to assist with and train County personnel on CRDP organization and operations.



**III. CONCEPT OF OPERATIONS**

- A. The County has access to several County properties that can be used a CRDP.
  - 1. The Cabarrus Arena and Events Center is the primary site for the CRDP.
  - 2. The IAM Warehouse is the secondary site for the CRDP.
- B. Organization
  - 1. The Cabarrus Arena and Events Center building functions as both the CRDP and the Donated Goods Management Area. The building can be divided into two sections.
  - 2. The forward section is used to receive and sort donated goods.
  - 3. The rear section is used for receiving and distribution operations.
  - 4. There is sufficient covered space and parking to conduct multiple CRDP missions simultaneously. The rear section of the Events Center has a loading dock that permits (3) standard tractor-trailers to be offloaded simultaneously.
  - 5. The facility has the capability to support the necessary lighting, communications and data connections needed and is supported by an 80kW generator.
  - 6. The facility has ample space for a landing zone (LZ) for UH60 aircraft in the midway and at another satellite parking area.
  - 7. The existing lighting system should provide ample light for night operations at the LZ, if power is available.

# ANNEX P DONATED GOODS MANAGEMENT

**Exhibit P-1  
Cabarrus Arena and Events Center Site Plan Layout**



## C. Equipment

1. The County maintains (2) IAM forklifts at the Cabarrus Arena and Events Center and (1) IAM forklift at the IAM operations facility. One of the forklifts can be moved to the CRDP, if needed. The IAM operations facility and the Cabarrus Arena and Event Center have several pallet jacks.
2. At least (1) additional forklift (with operator), (6) pallet jacks, and other material handling equipment is necessary for rapid offloading of supply vehicles at the loading dock and movement of the supplies through the facility. The CRDP will need additional containers for bulk supplies and donated goods in order to prepare smaller loads for movement to issue points within the County.
3. Tax Administration uses its existing department computers for management of goods at the site.

# ANNEX P

## DONATED GOODS MANAGEMENT

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4. ITS provides telephones and ensures that both telephone and data lines are operational in the Cabarrus Arena and Events Center.
5. If available, Emergency Management provides the CRDP staff with a portable 800MHz radio.
6. The Cabarrus Arena and Events Center provides communications equipment if no other department equipment is available.

### D. Staffing

1. The County Manager diverts County employees from Tax Administration to operate the CRDP and donated goods area. However, none of these personnel are trained to operate the available forklifts. The County has several operators at the Cabarrus Arena and Event Center and at IAM, but not in the numbers to conduct continuous operations.
2. A CRDP overhead team from NCEM is needed upon activation to organize the site and transition the County personnel to operate the facility. A trained manager and additional forklift operators are critical to operations. Sufficient personnel are required in order to conduct continuous operations at the facility.
3. Upon activation of the CRDP, designated personnel from Tax Administration and the Cabarrus Arena and Events Center staff report to the CRDP site and establish communications with the EOC. These workers then organize the site and prepare to receive incoming supplies and donated goods. The department personnel are organized into at least two shifts and prepare for continuous operations until the site is closed. The staff for the CRDP is organized as follows:
  - a. Management Section (3 Personnel): CRDP Manager, Assistant Manager and Communications/Administrative Assistant
  - b. Incoming Supply Team (10 Personnel): Team Leader, Forklift Operator, (2) Accountability Technicians and (6) Laborers.
  - c. Donated Goods Team (11 Personnel): Team Leader, (2) Accountability Clerks and (8) Laborers (4 receiving goods and 4 sorting goods).
  - d. Distribution Team (11 Personnel): Team Leader, Forklift Operator, Dispatcher, (2) Accountability Clerks and (6) Laborers.
4. The Sheriff's Office provides continuous security for the CRDP and is prepared to increase the level of security as needed.

### E. Alternate CRDP Site

1. Should the Cabarrus Arena and Events Center be damaged or inaccessible, an alternate CRDP is activated at the IAM Warehouse.
2. Additional locations are considered for the alternate CRDP site if those locations are more suitable for operations. The Emergency Management Coordinator determines the final locations for the alternate CRDP, the donated goods collection point, and any other distribution points.
3. All staffing, communications and security missions remain the same for the alternate CRDP.

**IV. DIRECTION AND CONTROL**

- A. The Emergency Management Coordinator activates the CRDP and notifies NCEM of the location and time of opening.
- B. The Tax Administrator manages the CRDP.
- C. The EOC notifies the Director to move his personnel to the CRDP site, establish communications, and prepare the site for operations. The Director provides status reports twice daily to the EOC and requests all assistance from the EOC.
- D. The Team Leaders are responsible for their personnel and their assigned missions. They keep the department director informed of their operational status and requests for assistance.
- E. If NCEM provides a CRDP operations team to assist the County, the Tax Administrator is still responsible for the operations of the facility. The Tax Administrator incorporates the state personnel into the management section and coordinates their operations at the site.

**V. CONTINUITY OF GOVERNMENT**

- A. Staffing assignments for positions in the EOC allow for continuous operations.
- B. Selection and assignment of personnel is the responsibility of the agencies represented.
- C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.
- D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) who cannot reach the EOC location.
- E. Order of Succession:
  - 1. Tax Administrator
  - 2. Personal Property Manager
  - 3. General Manager, Cabarrus Arena and Events Center
- F. Order of succession for departments and agencies supporting the County receiving and distribution point are in accordance with the established procedure for those departments and agencies.

# ANNEX P

## DONATED GOODS MANAGEMENT

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### APPENDIX 2 TO ANNEX P COMMODITY DISTRIBUTION SOG SUMMARY

The Commodity Distribution SOG establishes a comprehensive framework of policy and guidance for the County, municipal, and other public and private nonprofit organizations for disaster relief commodity distribution operations. The Commodity Distribution SOG details capabilities, authorities, and responsibilities and is designed for worst-case scenarios, including catastrophic events.

The Commodity Distribution SOG describes a system for effective use of state and local government resources as well as private sector resources necessary to effectively distribute relief supplies. It is intended in all instances to be consistent with NIMS and NRF.

North Carolina General Statute § 166A establishes the authority and responsibilities of the Governor, state agencies, and local government for emergency management in North Carolina. Article II of Chapter 22, Emergency Management of the Code of Ordinances in Cabarrus County, North Carolina establishes the authority and responsibilities for emergency management within Cabarrus County. The Cabarrus County Emergency Management Coordinator is responsible to the County Manager for all emergency management activities.

The Commodity Distribution SOG establishes the duties and responsibilities for County departments and agencies, municipal governments, and nongovernment and volunteer organizations that assist with emergency response operations in the County.

- Attachment A to Annex P covers POD site organization and operations.
- Attachment B to Annex P lists the basic resources needed for each POD site.
- Attachment C to Annex P lists the POD sites in the County.

This SOG supports the tasks assigned in Annex P: Donated Goods Management to the EOP.

# ANNEX P

## DONATED GOODS MANAGEMENT

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### APPENDIX 3 TO ANNEX P COMMODITY DISTRIBUTION SOG

#### I. INTRODUCTION

- A. Purpose.** The purpose of the Commodity Distribution SOG is to establish guidelines for systematic, coordinated, and effective distribution of disaster relief commodities in time of need.
- B. Scope.** The SOG applies to all County government departments and agencies as well as municipal governments that are tasked to provide assistance in a disaster or emergency situation. The SOG describes the fundamental policies, strategies, and general concept of operations to be used in commodity distribution.
- C. Organization.** This SOG consists of the following:
1. The SOG describes the purpose, scope, situation, policies, and concept of operations for commodity distribution in an emergency or disaster.
  2. Attachment A to Annex P contains information on the organization and operation of (PODs) in the County.
  3. Attachment B to Annex P contains a list of personnel and resources necessary to establish and operate a POD.
  4. Attachment C to Annex P contains a list of POD locations in the County.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

###### Major traffic arteries:

- A. US Interstate 85 Highway: Runs northeast-southwest through northwest section of the County.
- B. US Highway 29: Runs north-southwest through the central section of the County.
- C. US Highway 601: Runs north-south through the central section of the County.
- D. NC Highway 3: Begins in Concord, runs north to Kannapolis, then west-northwest out of the County towards Mooresville.
- E. NC Highway 24/27: Runs east-west through the southern side of the County.
- F. NC Highway 49: Runs northeast-southwest through the eastern half of the County.
- G. NC Highway 52: Runs northwest-southeast through the northeastern corner of the County.
- H. NC Highway 73: Runs east-west through the central part of the County.
- I. NC Highway 200: Branches off US Highway 601 through the southeastern corner of the County.
- J. Kannapolis Parkway: Extends from NC Highway 3 in Kannapolis across US Interstate 85 Highway then converting to George W. Lyles Parkway across US Highway 29 then converting to Stough Road at Roberta Road and continuing to NC Highway 49.

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### Railroads:

- K. The North Carolina Railroad: Runs north to south through the middle of the County. This dual track railroad passes through the municipalities of Kannapolis, Concord, and Harrisburg. Norfolk Southern Railway has contracted with the North Carolina Railroad (NCR) for rights to haul freight on this line. The NCR operates daily passenger service, which stops in Kannapolis.
- L. The Aberdeen Carolina and Western Railroad operates the east-west rail line through the southern corner of the County, passing through the community of Midland. This line carries short-haul freight traffic.
- M. CSX Corporation operates the rail line that runs through the northeast corner of the County. This line carries freight traffic along the NC Highway 52 corridor.

### **B. Assumptions**

- 1. For planning purposes, the County is responsible for delivering relief supplies to its citizens. This task is not the responsibility of the State of North Carolina or FEMA. During small incidents, the State will only send those commodities that the County requests. During large incidents or incidents that continue over a long period of time, Emergency Management and NCEM coordinates the distribution of supplies as needed. If requested by the County, the State of North Carolina provides a logistics liaison team to assist the County in monitoring commodity usage so that minimal resources remain at the end of the emergency period.
- 2. To effectively distribute commodities, PODs are established near the affected areas of the County based on the situation and the number of personnel that need assistance. In a countywide emergency response, the County initially activates one POD to support each municipality, and may add additional sites if the personnel and equipment needed are available.
- 3. Emergency Management uses a planning figure of twenty percent (20%) of the population to determine the numbers of residents that will need assistance.

### **III. CONCEPT OF OPERATIONS**

#### **A. General.** Distribution of disaster relief supplies is the responsibility of Cabarrus County Government. All County departments and agencies provide resources to assist in commodity distribution.

- 1. When a small incident or event occurs within the County, the Emergency Management Coordinator will decide to open the CRDP for supply distribution. If opened, commodities are distributed from this central point to locations around the County using County or municipal transportation and personnel. Details on the location and operation of this site are found in Annex P, Donated Goods Management.
- 2. When a large-scale emergency occurs, the Emergency Management Coordinator opens the CRDP for single point distribution or to forward supplies to the POD sites. The Emergency Management Coordinator identifies those areas within the County that will require a POD to be established. The Emergency Management Coordinator notifies the State via WebEOC that the CRDP and POD sites are activated. Relief supplies coming into the County are delivered to the CRDP and then moved to the appropriate distribution point. Direct deliveries of supplies to a distribution point occur only at the request of the Emergency Management Coordinator or his representative.
- 3. There are three types of PODs: Type I, Type II, Type III. Types I and II are designed for larger populations and require a large number of personnel to operate and a large amount of equipment to support these operations. These are not normally employed in Cabarrus County unless the

# ANNEX P

## DONATED GOODS MANAGEMENT

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state or federal government can provide the personnel and equipment to conduct the larger POD operations. The County utilizes the Type III POD organization as the standard type. There is an untyped POD, which is a small, temporary distribution site. The County employs this organization only as an exception to policy.

#### 4. POD Locations

- a. The County has selected locations for POD sites within the County. The sites selected are easy to access and convenient for County residents (see Attachment C to Annex P).
- b. CHA does not collocate or establish a medical point of dispensing at or near a commodity POD unless the selected site can facilitate both commodity distribution and mass prophylaxis dispensing. At the present time, the designated POD sites do not support this combination.
- c. There could be a need for an agricultural POD with specific supplies to support the farming operations in the County. This is in addition to the PODs provided for the County residents. Any agricultural POD will not be established or collocated near a commodity POD. The County Extension Office coordinates the location and conducts the operations of this POD with the EOC. The County does not normally provide personnel or equipment support for the operation of this site.

#### 5. Personnel Resources

- a. Due to the temporary nature of the POD requirement, personnel to operate the sites are determined when the need is identified. Those County departments and agencies not directly involved in response and recovery operations provide personnel and equipment to operate the PODs. These personnel will assist in collecting the necessary equipment for the site, moving that equipment to the site, and establishing the POD in accordance with the guidance in Attachment A.
- b. NGO or volunteer agencies may be called on to operate a POD or provide personnel to support County-operated PODs. Additionally, spontaneous public volunteers may be permitted to participate in POD operations with the approval of the Emergency Management Coordinator. All of these individuals must follow the rules and procedures established for the PODs and obey the instructions of the POD Site Manager.

#### 6. POD Operations

Based on the personnel and equipment available for Type III POD operations, the County activates and operates the PODs in the following manner:

- a. **Notification.** At the request of the Emergency Management Coordinator, the Cabarrus County Warning Point shall notify designated POD staff that the distribution point will be activated. The Emergency Management Coordinator notifies the State via WebEOC which CRDP and POD sites are activated and operational. The Emergency Management Coordinator provides the POD Managers the following information:
  - Location of the POD
  - Time and date POD will open
  - Type and quantities of commodities that will be delivered
  - Estimated date and time of the first supply shipment



# ANNEX P

## DONATED GOODS MANAGEMENT

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- Amount and location of site support equipment
- b. Activation.** Within four hours of notification, POD staff report to their distribution point with all necessary equipment. The Distribution Site Manager notifies the EOC when the POD site is operational.
- c. Operations**
  - 1) The CRDP and POD sites operate 24-hours a day until demobilized. POD sites are open to County residents between the hours of 0800 and 1700 hours, but these times may be increased if the demand requires it. Resupply is requested to arrive after 1700 hours daily, but this may occur around the clock to maintain adequate stocks at the POD. Separate travel lanes are created solely for resupply vehicles. Security is maintained at all times at all sites.
  - 2) The POD normally provides the following items to the POD “customers”, which are those County residents needing assistance:
    - (2) meals ready-to-eat (MRE) per person per day
    - (1) gallon of water per person per day
    - (1) tarp per household if the house has been damaged
    - (1) bag of ice per household per day if a member in the household has medications requiring refrigeration
  - 3) The POD Manager conducts daily inventory reports of existing supplies and the projected requirements for the following day. This information is provided to the EOC staff no later than 1700 hours each day of operation. The POD Manager also reports on the status of the personnel and equipment at the site with this inventory report.
  - 4) PODs are not established in those areas where commercial businesses are open and can supply needed items to the public. The Emergency Management Coordinator adjusts supply requirements based on estimated population densities of the impacted area at the time of activation.
- d. Demobilization.** Upon notification of demobilization, distribution to the County residents will cease. Those citizens currently in line will receive supplies. Inventory counts are taken and reported back to the EOC. Emergency Management staff then make arrangements for the handling of remaining supplies. Once these commodities are picked up at the site, staff clean up and clear the site. The Emergency Management Coordinator demobilizes the POD staff once the site is cleared. The staff remains on site until released.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Organization.** The departments within County government have emergency functions in addition to their normal duties. The County Manager and department directors may assign various tasks to County employees to support County response and recovery operations. This could include the establishment and operation of PODs. Listed below are the specific duties and responsibilities for selected County government personnel and for other government activities and nongovernmental organizations that participate in POD operations

**B. Legal Immunities and Liabilities.** Several provisions in North Carolina General Statute § 166A and Article II of Chapter 22, Emergency Management of the Code of Ordinances in Cabarrus County, North Carolina provide for the protection of individuals involved in training for and conducting emergency operations. Questions pertaining to these matters should be referred to the County Attorney.

**C. Responsibilities**

**1. Emergency Management Coordinator**

- a. The Emergency Management Coordinator determines if there is a requirement to open PODs. While there are eight designated POD locations in the County, not every location may be opened.
- b. The Emergency Management Coordinator alerts all departments and agencies in the County that are part of the POD activation and provides them with the information needed to activate the site.
- c. The Emergency Management Coordinator directs the EOC staff in determining the initial quantities of commodities required; notifies NCEM of this information and provides daily updates and requests to NCEM based on reports from the POD Managers.
- d. The Emergency Management Coordinator determines when the PODs are no longer needed and deactivates them as required.

**2. Emergency Operations Center Staff**

- a. Alert all County departments and agencies that POD sites will be opened and how these organizations will support POD operations.
- b. Determine the quantities of commodities that are required and request these supplies from the NCEM. The EOC staff routinely use WebEOC to pass on these requests. While the PODs are in operations, The EOC staff notifies NCEM of requirements each day.
- c. Locate the necessary supplies and equipment needed to operate the PODs and move these items to the POD sites.
- d. The EOC staff track POD operations and supply shipments into and within the County. The staff track commodity burn rates and compile daily reports on POD site expenditures and resupply requirements.

**3. Directors of County Departments and Agencies**

- a. Provide personnel and equipment to operate the POD sites.
- b. Provide transportation assets to distribute commodities within the County.

**4. Sheriff's Office**

- a. Provide 24-hour security for all distribution points within the County.
- b. Assist with traffic control at POD sites during daily operations. Coordinate support of traffic control with municipal police departments.

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- c. Develop a communications support SOG for POD site 800 MHz radio communications.

### 5. PIO

- a. Disseminate information on the location and operations of the POD sites. This information must include the dates and times of POD operations and exactly what commodities are available at the PODs.

## V. SUPPORTING AGENCY RESPONSIBILITIES

**A. Organization.** The County relies upon other government agencies and nongovernment organizations for support during emergency response operations. Listed below are the specific duties and responsibilities for those nongovernmental organizations that participate in POD operations.

**B. Legal Immunities and Liabilities.** Several provisions in North Carolina General Statute § 166A and Article II of Chapter 22, Emergency Management of the Code of Ordinances in Cabarrus County, North Carolina provide for the protection of individuals involved in training for and conducting emergency operations. Questions pertaining to these matters should be referred to the County Attorney.

### C. Responsibilities

#### 1. Cabarrus County Schools and Kannapolis City Schools

- a. Be prepared to provide high school facilities to be used as POD sites.
- b. Provide resources from the school systems to support POD operations. This may include:
  - 1) Provide support personnel (school custodians, cafeteria staff, and counselors) as available to assist response and recovery operations.
  - 2) Provide vehicles and drivers to support transportation of commodities within the County.

#### 2. NGO's

- a. Use their personnel to operate POD sites.
- b. Distribute commodities to the County residents with special medical needs that cannot reach the POD sites.
- c. If needed, use their facilities as temporary un-typed POD sites
- d. Provide ARES for POD sites.

## VI. SOG DEVELOPMENT AND MAINTENANCE

**A. Planning.** County, municipal, public, and private organizations share responsibility for safeguarding the public's health and safety. It is essential that commodity distribution activities of all parties be fully integrated to ensure the timely and efficient distribution of the necessary supplies. This SOG allows each organization to have a clear understanding of its role during emergencies and disasters.

# ANNEX P DONATED GOODS MANAGEMENT

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**B. Review.** This SOG will be reviewed as necessary, but at least annually. Each County agency is responsible to keep applicable portions of the SOG, together with related annexes accurate and up to date.

**C. Changes and Revisions.** All users are invited to submit recommended changes to this SOG. Changes should be justified and keyed to page and paragraph numbers. Recommended changes should be made in the form of substitute language and forwarded to

Cabarrus County Emergency Management (Physical Address – Parcel Delivery)  
Attn: Emergency Management Planner  
30 Corban Avenue SE Suite FM601  
Concord, NC 28025

Cabarrus County Emergency Management (Mailing Address – Standard Mail Delivery)  
Attn: Emergency Management Planner  
PO Box 707  
Concord, NC 28026

Changes to the SOG will be published and distributed as necessary.

**D. Cancellation.** This SOG may be cancelled or superseded by direction of the Board of County Commissioners or the County Manager.

**ATTACHMENT A OF APPENDIX 3 TO ANNEX P  
COMMODITY DISTRIBUTION SOG  
POD SITE ORGANIZATION AND OPERATIONS**

**I. PURPOSE**

This appendix describes the basic organization and operations for the County POD.

**II. SITUATION AND ASSUMPTIONS**

**A. Situation**

1. During emergency response and recovery operations, the County may be required to establish PODs within the County to provide basic supplies to residents. These PODs will be located near the areas most in need and will make available food and water and, if needed, ice and tarpaulins.
2. Those supplies available in County will expended first before requesting assistance. To sustain the recovery and response efforts, the County will seek assistance from other counties and municipalities, the State of North Carolina, and the federal government. Additionally, private citizens and nongovernment organizations may offer assistance in the form of donations of needed supplies.
3. Emergency Management will need to establish a CRDP to receive, store, and account for the resources obtained from sources out of the County. All incoming supplies will be sent to this location. This facility will be the central point for receiving and then distributing supplies to the County PODs.

**B. Assumptions**

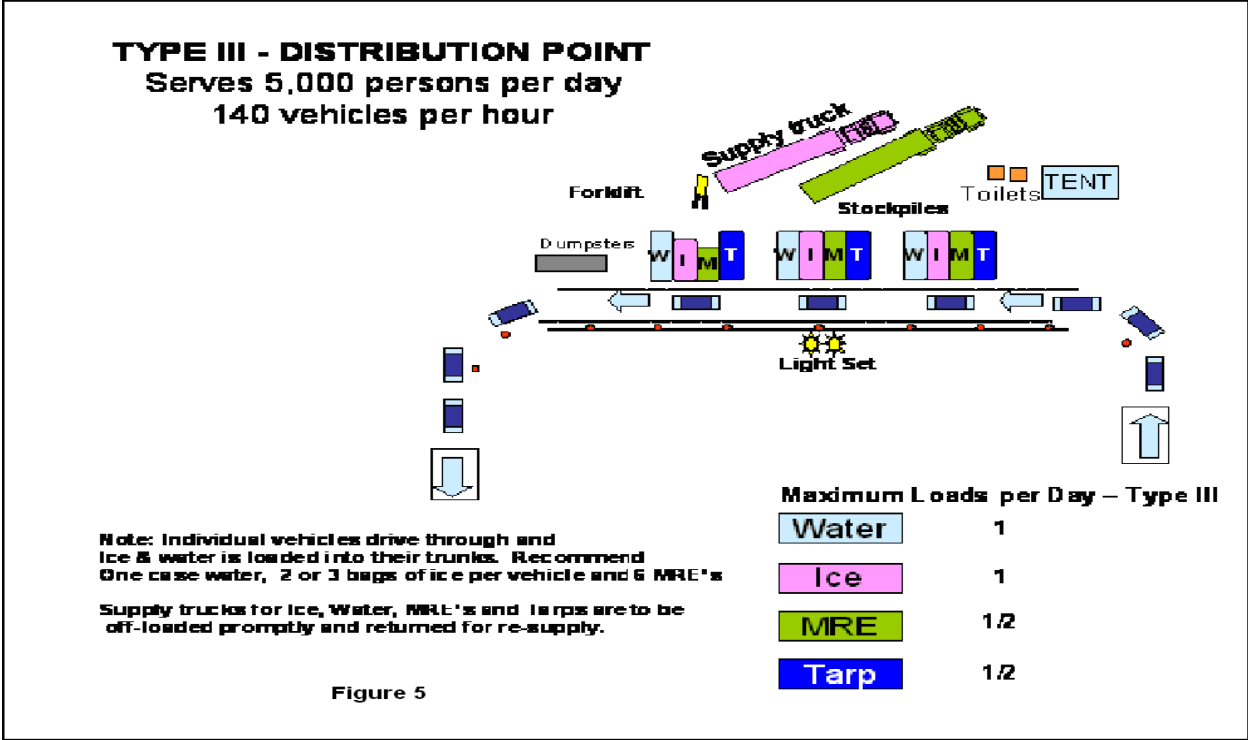
1. The County will expend all available resources during response operations and will request assistance from the State and other sources.
2. There will be suitable locations within the County to establish PODs, and County government will be able to obtain the use of these facilities.
3. County government will have sufficient personnel available to operate the PODs during continuous operations and can provide material handling equipment and operators to assist POD operations.
4. NCEM can provide and transport the commodities required to the County.

**III. CONCEPT OF OPERATIONS**

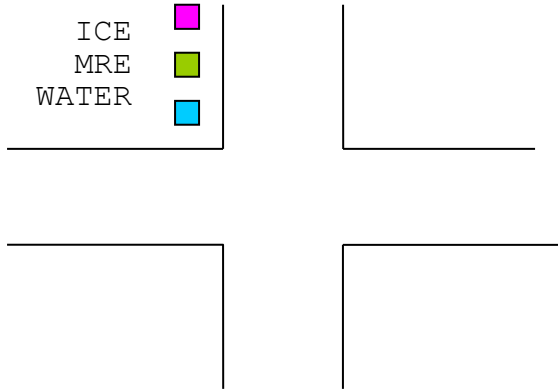
**A. Organization of Type III Point of Distribution**

1. The County will operate a Type III POD. The basic layout of the Type III POD is shown in the drawing below. The actual POD sites will follow this basic SOG, but each operation will be adapted to the sites selected and the personnel available to staff the site.

2. Type III POD Organization



3. Untyped POD Organization. This will be used only for temporary, short term sites.



**B. POD Operations**

- Determine Commodity Needs.** The Emergency Management Coordinator will determine what commodities are needed and the initial amount required for the County. This calculation will be on the overall situation, existing census data and estimated population densities.
- Determine POD Locations.** The Emergency Management Coordinator will determine which POD sites will be used. This decision is based on the Emergency Management Coordinator's estimate of the situation, which will consider the population affected, the location needed to effectively provide assistance, the access to that site, the ability to support operations efficiently and security issues.

### 3. Notification

- a. The Emergency Management Coordinator will determine which County personnel, volunteer agencies, or NGO's are needed to activate and operate a POD.
- b. The Emergency Management Coordinator will direct the EOC staff will notify those personnel and organizations to prepare to activate a POD site. The EOC staff will provide the following information to the individual designated as the Site Manager.
  - Location of the POD
  - Time and date POD will open
  - Type and quantities of commodities that will be delivered
  - Estimated date and time of the first supply shipment
  - Amount and location of site support equipment.
- c. If personnel needed for the POD operations do not belong to the Site Manager's organization, the EOC staff will notify those personnel where and when to report and the name of the Site Manager.
- d. At the request of the Emergency Management Coordinator, the County Warning Point will notify designated POD staff that the distribution point will be activated.
- e. The Emergency Management Coordinator will notify NCEM using WebEOC and report which POD sites are activated and operational.

### 4. POD Site Activation

- a. Within four hours of notification, POD staff will report to their distribution point with all necessary equipment. The Site Manager will notify the EOC when the POD site is operational.

### 5. Site Operations

- a. The POD sites will operate 24-hours per day until demobilized. POD sites will be open to County residents between the hours of 0800 and 1700 hours, but these times may be increased if the demand requires it. Resupply for the site will commence after 1700.
- b. The POD sites will normally provide the following items to those County residents needing assistance:
  - (2) meals ready-to-eat (MRE) per person per day
  - (1) gallon of water per person per day
  - (1) tarp per household if the house has been damaged
  - (1) bag of ice per household per day if a member in the household has medications requiring refrigeration

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- c. Team members will determine the quantity to be issued based on the customer's statement of the number of people he is supporting. Team members place the water, MREs, and ice in the customer's vehicle. The Site Manager must have the site prepared to service to both drive-up and walk-up customers. For safety reasons, a separate area is needed to deliver supplies to walk-up clients.
- d. The Site Manager will ensure that the customers continue to move directly through the distribution line and traffic flow is not impeded. Adequate space should be reserved to receive an inoperative vehicle or a customer needing medical attention.
- e. While issuing supplies, the POD staff will ensure that no incorrect information on POD operations or recovery activities is passed on to the customers.

### **6. Supply Accountability**

- a. There will be a separate and secure lane established for the vehicles delivering supplies to the site.
- b. At the arrival of the first shipment and for all subsequent shipments, the Site Manager will validate all Bills of Lading for the commodities delivered to the site.
- c. All resupply shipments will be requested to arrive after 1700 hours daily but this may occur around the clock to maintain adequate stocks at the POD.
- d. The Site Manager will inventory the supplies on hand each day prior to opening the POD. The Site Manager will report the amount of each commodity issued daily and request the items and quantity needed for the following day. This information will be provided to the EOC staff no later than 1700 hours each day of operation. The POD Manager will also report on the status of the personnel and equipment at the site with this inventory report.
- e. Security will be maintained at all times at the POD. If additional law enforcement support is needed, the Site Manager will contact the EOC for assistance. If there is an emergency at the site, anyone may call 911 for immediate response. The POD staff will not argue with customers, but will refer any problems to the Site Manager for action.
- f. Customers may feel the need to assist at the POD. These personnel can be utilized for tasks at the site should they volunteer and be approved by the Emergency Management Coordinator. All of these individuals must follow the rules and procedures established for the PODs and obey the instructions of the POD Site Manager. No people under the age of 18 will be allowed to work at the POD unless a parent or the legal guardian is present and working at that location.

### **7. Demobilization**

- a. Upon notification of demobilization, distribution to County residents will cease. The POD staff will finish servicing those customers currently in line.
- b. The staff will take a final inventory of all commodities and report this information to the EOC. Team members will collect all remaining commodities for transport back to the CRDP or another POD.
- c. The Site Manager will coordinate with the EOC for the pick up of the remaining supplies and all site equipment. The Site Manager will collect all documents (inventory sheets, bills of lading, ICS 214, etc.) and return them to the EOC.



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- d. The POD staff will ensure that the site is cleared of all debris, trash, pallets, etc. The site will be swept clean or washed down if water is available.
- e. The Site Manager will not release any personnel until final cleaning is complete and the site is cleared.

# ANNEX P

## DONATED GOODS MANAGEMENT

### ATTACHMENT B OF APPENDIX 3 TO ANNEX P COMMODITY DISTRIBUTION SOG POD RESOURCE LIST

RESOURCE TYPE FOR TYPE 3 PODs	QTY	SOURCES
Team Leader	1	Library System Tax Administration Volunteer (Combination) Fire Departments
Forklift Operator	2	Cabarrus Arena and Events Center Cabarrus County Schools IAM Kannapolis City Schools
Labor – Loading Point	20	Active Living and Parks Library System Register of Deeds Tax Administration Volunteer (Combination) Fire Departments
Labor – Loading Point Back-up	9	Active Living and Parks Library System Register of Deeds Tax Administration Department Volunteer (Combination) Fire Departments
Labor – Pallet Jacks	1	Active Living and Parks Library System Register of Deeds Tax Administration Volunteer (Combination) Fire Departments
Law Enforcement/Security	3	Municipal Law Enforcement Sheriff's Office
Community Relations	1	Human Services PIO
Forklifts	1	IAM R.S. Braswell Co. Sunbelt Rentals
Pallet Jacks	1	IAM
Power Light Sets	1	Sunbelt Rentals Volunteer (Combination) Fire Departments Municipal Fire Departments
Toilets	2	Al Lowder, Inc Rowan Septic Tanks
Tents	1	NGO's
Dumpsters	1	BFI –CMS Reliable Hauling
Traffic Cones	10	Sheriff's Office Volunteer (Combination) Fire Departments
County 800MHz Radio	1	Emergency Management Department. (1) from each POD, as needed

# ANNEX P

## DONATED GOODS MANAGEMENT

**ATTACHMENT C OF APPENDIX 3 TO ANNEX P  
COMMODITY DISTRIBUTION SOG  
CRDP/POD LOCATIONS IN CABARRUS COUNTY**

CRDP/POD SITE	SITE INFORMATION	SITE REPRESENTATIVE
CRDP	<b>Cabarrus Arena and Events Center</b> 4751 NC Highway 49 North Concord, NC 28025	Kenny Robinson General Manager (704) 920-3986
ALT CRDP	<b>IAM Warehouse</b> 103 Commercial Park Drive SW Concord, NC 28027	Michael Miller IAM Director (704) 920-3212
POD 1	<b>Concord High School</b> 481 Burrage Road Concord, NC 28025 Lat 35° 26' 2.71" N Lon 80° 34' 59" W	Principal (704) 786-0125 Land-use agreement: Yes
POD 2	<b>J.M. Robinson High School</b> 300 Pitts School Road Concord, NC 28027 Lat 35° 21' 40.20" N Lon 80° 39' 36.38" W	Principal (704) 788-4500 Land-use agreement: Yes
POD 3	<b>Northwest Cabarrus High School</b> 5130 Northwest Cabarrus Drive Concord, NC 28027 Lat 35° 27' 2.77" N Lon 80° 34' 51.91" W	Principal (704) 788-4111 Land-use agreement: Yes
POD 4	<b>A.L. Brown High School</b> 415 East 1 <sup>st</sup> Street Kannapolis, NC 28083 Lat 35° 29' 44.84" N Lon 80° 37' 10.97" W	Principal (704) 932-6125 Land-use agreement: Yes
POD 5	<b>Hickory Ridge High School</b> 7321 Raging Ridge Road Harrisburg, NC 28075 Lat 35° 18' 36.77" N Lon 80° 38' 9.99" W	Principal (704) 454-7300 Land-use agreement: Yes
POD 6	<b>Mount Pleasant High School</b> 700 Walker Road Mt. Pleasant, NC 28124 Lat 35° 24' 30.65" N Lon 80° 28' 57.84" W	Principal (704) 436-9321 Land-use agreement: Yes
POD 7	<b>Corning, Inc.</b> 14556 US Highway 601 South Midland, NC, 28107-9245 Lat 35° 13' 1.70" N Lon 80° 31' 12.34" W	Security (704) 569-6310 Land-use agreement: Yes
POD 8	<b>Concord Motorsports Park</b> 7940 US Highway 601 South Concord, NC 28025 Lat 35° 18' 30.03" N Lon 80° 31' 9.27" W	Mr. David Laton (704) 782-4221 Land-use agreement: No

## **Primary Agencies**

- Finance Department/Procurement Services
- Human Services
- IAM
- Planning and Development – Chief Codes Enforcement Officer

## **Support Agencies**

- American Red Cross – Southern Piedmont Chapter
- County Manager
- Emergency Management
- Municipal Fire Departments
- Sheriff's Office
- Tax Administration
- Volunteer (Combination) Fire Departments

## **I. PURPOSE**

This annex provides a framework and guidance for the organization and coordination of community recovery following a disaster. This includes both short-term recovery in the hours following the incident or event, and long-term recovery in the days, weeks, months, and years following an incident or event. Primary goals include the restoration of vital lifelines, critical infrastructure, the business of government, the environment, the local economy, and in some cases private property.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Any emergency situation has the potential to cause damage to the County that may require both short-term and long-term recovery operations.
2. In most cases, recovery operations involve departments, agencies, and private sector entities that are not typically involved in the other phases of emergency management (preparedness, response, mitigation).

### **B. Assumptions**

1. The effects of the emergency situation may continue to pose a threat of damage to public and private property after response operations have concluded.
2. Prompt implementation of recovery operations helps expedite relief and assistance for those adversely affected by the emergency.
3. The County may not have the resources and capabilities to engage in recovery operations, thus relying heavily on the state and local government for assistance.
4. Dependant on the scope and nature of the disaster, federal resources/funds may be available to for public and/or private assistance.
5. Dependent on the scope and nature of the disaster, the County may request both a state and Presidential Disaster Declaration in order to qualify for federal assistance.

## III. CONCEPT OF OPERATIONS

### A. General

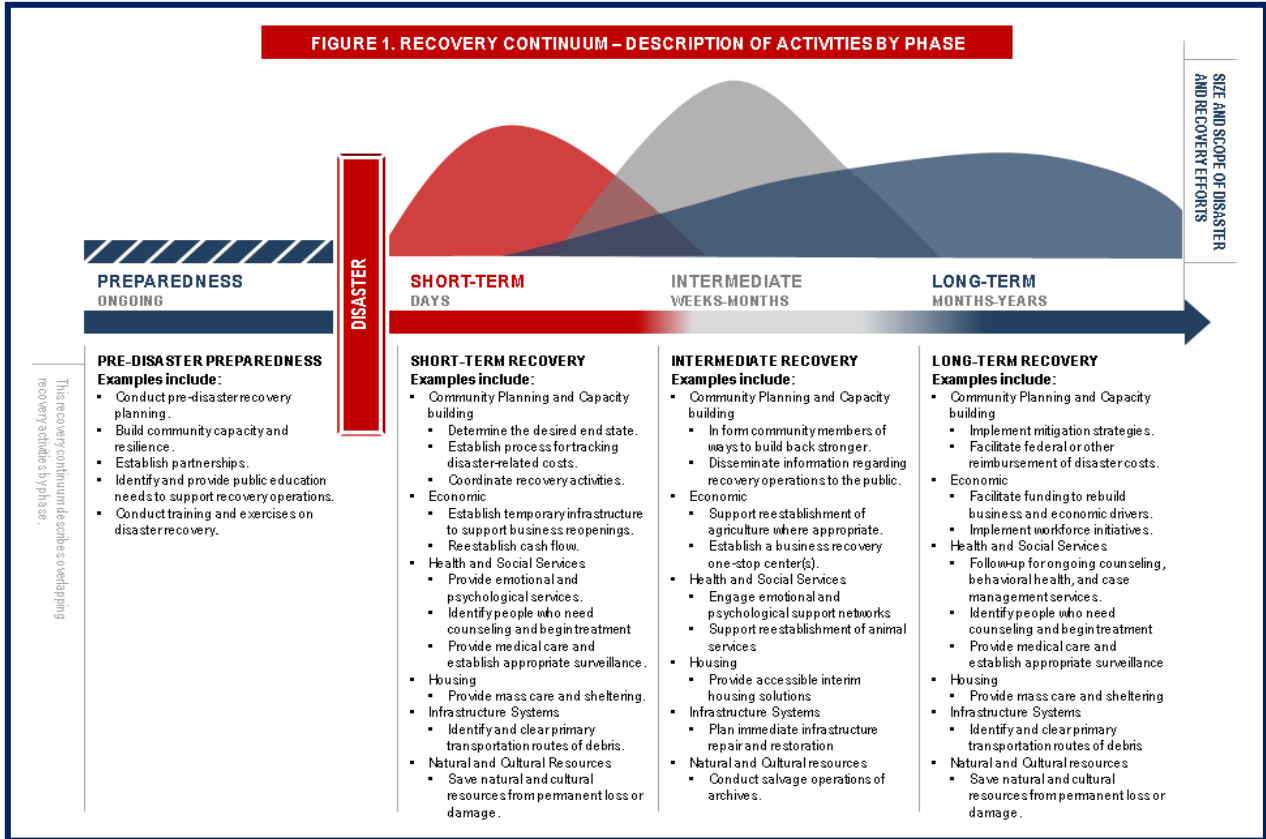
1. Immediately following a disaster, initial response activities are focused on life safety and protecting property and infrastructure. During the hours following an incident or event, it is also critical to consider the both the short-term and long-term impacts. In many cases the County begins the recovery process concurrently with response operations. It's important to consider recovery as early in the disaster as possible because state and federal funding/assistance is dependent on proper emergency declaration(s), PDA findings, and incident/event documentation.

2. The County is responsible for leading the recovery process, but in many cases requires assistance from surrounding jurisdictions, the state, federal government, and private sector partners.

3. The recovery process is split into two categories, short-term and long-term. However, some activities can occur in both and concurrently. In many cases there is no clear distinction between when short-term recovery ends and long-term recovery begins.

- Short-term recovery focuses on restoring critical lifelines and infrastructure such as utilities, roads, the economy and services that the public relies on for their immediate needs. Short-term recovery typically occurs in the hours and days following an incident or event.
- Long-term recovery builds on the activities taking place during short-term recovery, and focuses on the resumption of full services, larger-scale repairs and restoration, economic recovery, and maintaining all functions of the business of government. Long-term recovery usually takes into consideration mitigation activities in order to try to reduce or eliminate the impacts of a similar incident/event occurring in the future. Long-term recovery takes place in the days, weeks, months, and even years following the incident/event. Long-term recovery can often occur after the EOC has been closed.

**Figure 1.1  
Disaster Recovery Continuum**



## B. Cabarrus County Recovery Operations

1. The Emergency Management Coordinator coordinates initial recovery operations from the EOC. Local municipalities operate from their city/town EOC. The EOC staff maintains accurate records of both response and recovery operations, to include records of all expenditures for labor, equipment use and supplies expended during these operations.
2. The Coordination Group of the EOC manages recovery operations within the county. The municipalities coordinate their recovery activities with the EOC and submit all reports and documentation to the EOC. All requests for assistance go the EOC for action.
3. Often, the first step in the recovery process is completing a PDA. Planning and Development Department and the Tax Assessor's Office form damage assessment teams to examine and report on the extent of damage throughout the county. Refer to Annex M – Damage Assessment for additional information on damage assessment activities.
4. Following the completion of the damage assessment, the Emergency Management Coordinator forwards damage assessment reports and any requests for assistance NCEM Western Branch Office by the quickest means available. The Secretary, North Carolina Department of Public Safety is authorized to commit state resources to assist with the recovery efforts.
5. Under the provisions of North Carolina General Statue 166A, the existence of a state of disaster may be proclaimed by the Governor or by a resolution of the General Assembly if either of these finds that a

disaster threatens or exists. Upon receipt of the PDA, the Governor shall issue a proclamation defining the area subject to the state of disaster and proclaiming the disaster as a Type I, Type II, or Type III disaster. (See NC GS 166A-6 for details of each type).

6. The Governor may request a Presidential declaration of a "major disaster", "major emergency", or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state, local, and private recovery and relief efforts.

7. The President, under a "major emergency" declaration may authorize the use of any federal equipment, personnel and other resources to support local response and recovery operations.

8. The President, under a "major disaster" declaration may authorize two basic types of disaster relief assistance:

a. Individual Assistance (IA). This focuses on the individual and includes:

- (1) Temporary housing
- (2) Individual and family grants
- (3) Disaster unemployment assistance
- (4) Disaster loans to individuals, businesses, and farmers;
- (5) Agricultural assistance
- (6) Legal services to low-income families and individuals
- (7) Consumer counseling and assistance in obtaining insurance benefits
- (8) Social security assistance
- (9) Veterans assistance
- (10) Casualty loss tax assistance

b. Public Assistance (PA). This is employed to restore government functions and includes:

- (1) Debris removal
- (2) Emergency protective measures
- (3) Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.

9. After a Presidential declaration:

a. The President appoints a Federal Coordinating Officer (FCO) that controls the Federal assistance efforts.

b. The Governor appoints a State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) to coordinate the state assistance.

c. FEMA establishes a Disaster Field Office (DFO) central to the damaged area to administer public assistance programs. FEMA opens Disaster Application Centers (DAC) for Individual Assistance, where individuals may apply for Federal assistance.

d. If FEMA determines the area eligible for Public Assistance programs, FEMA personnel conduct an Applicant's Briefing for officials of counties, cities, and private nonprofit (PNP) organizations to explain eligibility criteria. The Emergency Management Coordinator identifies and notifies eligible applicants. During this briefing, each agency or local government eligible for assistance submits a Notice of Interest.

e. Each public or private agency applying for public assistance appoints an Applicant's Agent to act as the point of contact with the FEMA PA staff. This agent collects documentation to support the claims and forward this information with the completed applications to the DFO.

10. Other recovery activities and operations that take place include the following:

- a. Animal control and sheltering
- b. Business resumption
- c. Communications restoration
- d. Continuity of operations/government
- e. Debris management
- f. Demolition
- g. Donations management
- h. Engineering/construction
- i. Environmental services
- j. Fatality management
- k. Financial management
- l. Public information
- m. Rezoning and land use
- n. Temporary and long-term housing
- o. Transportation
- p. Utility restoration
- q. Volunteer management

#### **IV. DIRECTION AND CONTROL**

A. The Board of County Commissioners directs the overall recovery effort. The Emergency Management Coordinator controls daily recovery activities from the EOC.

B. Coordination of recovery operations follows the same model as response operations.

C. All County departments provide personnel and resources to support the recovery effort as requested. Personnel from departments assigned with recovery missions remain under the control of their own departments, but function under the technical supervision of the EOC and/or Emergency Management.

#### **V. CONTINUITY OF GOVERNMENT**

A. Staffing assignments for positions in the EOC allow for continuous operations.

B. Selection and assignment of personnel is the responsibility of the agencies represented.

C. Once assigned to the EOC, the Emergency Management Coordinator (EOC Manager) supervises these personnel.

D. In the event that the primary EOC is not functional, the Emergency Management Coordinator activates an alternate EOC and notifies the Board of County Commissioners of this change. Transportation is provided to any County Commissioner(s) that cannot reach the EOC location.



# ANNEX R RECOVERY

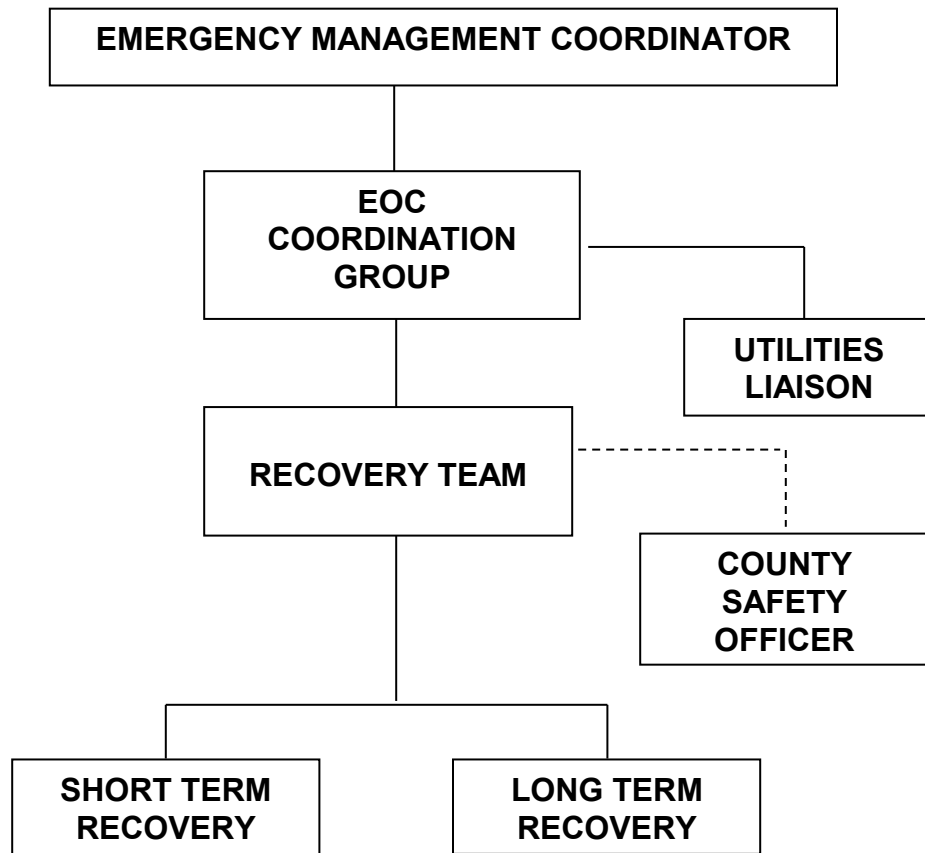
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## E. Order of Succession:

1. County Manager
2. Human Services Director
3. Emergency Management

F. Order of succession for agencies supporting recovery are in accordance with the established procedure for those agencies.

APPENDIX 1 TO ANNEX R  
ORGANIZATIONAL STRUCTURE FOR RECOVERY



# ANNEX S

## SPECIAL EVENTS AND FACILITIES

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### Primary Agencies

- Emergency Management

### Support Agencies

- Dependant on the special event, facility and/or incident.

## I. PURPOSE

This annex identifies special events and facilities that are located within (or in close proximity) to Cabarrus County. More specific information on response operations for incidents/events is located in the corresponding functional annexes. For example, a fire impacting one of the special events or facilities identified in this annex should be managed utilizing Annex F – Fire Protection. This annex is intended to provide information on special events and facilities and should not be used to coordinate or manage response operations

## II. SITUATION AND ASSUMPTIONS

### A. Situation

#### Cabarrus Arena and Events Center

The Cabarrus Arena and Events Center is one of the largest and most adaptable facilities in the County. The complex consists of a main Arena, Event Center A and B, Gold Halls 1 and 2 and the Cabarrus Rooms. The complex hosts hundreds of concerts, trade and consumer shows, local, regional and national sporting events, meetings and special events every year including the Cabarrus County Fair. The Cabarrus County Fair has up to 50,000 visitors per year. Additional information on the Cabarrus Arena and Events Center is listed in Annex P – Donated Goods Management.

#### Charlotte Motor Speedway and zMax Dragway

The population can increase significantly during these events held at different intervals throughout the year. Refer to the Emergency Action Plan for the associated event and managed by the City of Concord for more information.

#### City of Charlotte

Any large-scale incident or event in the City of Charlotte will also likely impact the County. Refer inquiries for additional information to Charlotte-Mecklenburg Emergency Management.

#### Concord-Padgett Regional Airport

The Concord-Padgett Regional Airport, a general aviation facility, is located on Aviation Boulevard in the western section of the County. It is immediately west and parallel to US Interstate 85 Highway. The facility has two runways, one 7400 feet and the other 7000 feet long.

#### Concord Mills Mall

Concord Mills Mall is the largest tourist attraction in the State of NC. During certain times of the year, the mall can have upwards of 110,000 visitors per day.

#### MNS

The County is a host County for the reception and sheltering of evacuees from two evacuation zones within the MNS 10 mile Emergency Planning Zone (EPZ). Refer to the MNS Emergency Plan for more detailed information.

# ANNEX S

## SPECIAL EVENTS AND FACILITIES

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### B. Assumptions

1. Special events and facilities pose a unique threat within the County and in some cases may be more susceptible to an emergency.
2. Operational response information for special events and facilities is located in the corresponding annexes dependent on the event, facility, and/or incident.
3. Tactical response information for special events and facilities is located in departmental plans, policies, and procedures dependent on the event, facility, and/or incident.

### III. CONCEPT OF OPERATIONS

#### A. General

1. The concept of operations for special events and facilities is dependent on the type of incident or event. In some cases a supplemental plan identifies the concept of operations (e.g. the Speedway Emergency Action Plan for events/incidents at the speedway), while others are determined by the type of emergency that has occurred and the concept of operations is identified in a functional annex (e.g. a terrorist attack at Concord Mills would require activation of Annex Q – Terrorism Response Operations (Classified)).

#### B. Organization and Staffing.

1. Organization and staffing for special events and facilities is dependent on the type of incident or event.

### IV. DIRECTION AND CONTROL

A. During the preparedness phase, Emergency Management identifies and coordinates planning efforts in consideration of special events and facilities within the County.

B. In some cases, Emergency Management plays a support role in planning efforts of special events or facilities that are located outside of the County's jurisdiction, but could impact the County.

C. During the response phase, the department or agency with command and control responsibilities for the special event or facility determines direction and control. In many cases, the response will require EOC activation. For detailed information on direction and control when the EOC is activated refer to Annex A – Direction and Control.

### V. CONTINUITY OF GOVERNMENT

A. Order of succession for departments and agencies that play a role in responding to an incident at one of the identified special events or facilities are in accordance with their internal SOG(s).

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Finance - Resolution Relating to the Installment Financing Contract - Financing for School and Public Purpose Land - Public Hearing 6:30 p.m.

### **BRIEF SUMMARY:**

Finance requests the Board of Commissioners approve the attached resolution enabling Cabarrus County to enter into one or more short and/or long-term installment financing contracts with the Cabarrus County Development Corporation or one or more third parties, for an amount not to exceed \$11,000,000, to finance all or a portion of the cost of purchasing land for various school and public purposes.

N.C.G.S 160-A-20 requires a public hearing on the described installment financing contract for the projects described above.

### **REQUESTED ACTION:**

Hold a Public Hearing.

Motion to approve the Financing Resolution.

### **EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

### **SUBMITTED BY:**

Susan Ferrington, Finance Director

### **BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- Installment Financing Resolution

**EXTRACT FROM MINUTES OF BOARD OF COMMISSIONERS OF  
THE COUNTY OF CABARRUS, NORTH CAROLINA**

The Board of Commissioners for the County of Cabarrus, North Carolina, met in regular session in the Commissioners’ Meeting Room in the Cabarrus County Governmental Center in Concord, North Carolina, the regular place of meeting, at 6:30 p.m., on May 20, 2019, with Stephen M. Morris, Chairman, presiding. The following Commissioners were:

PRESENT: Chairman Stephen M. Morris, Vice Chairman Diane R. Honeycutt and Commissioners F. Blake Kiger, Elizabeth F. Poole and Lynn W. Shue.

ABSENT: None.

ALSO PRESENT: Michael K. Downs, County Manager; Pamela S. Dubois, Senior Deputy County Manager; Susan B. Fearrington, Finance Director; Richard M. Koch, Esq., County Attorney; and Lauren Linker, Clerk to the Board.

\* \* \* \* \*

The Chairman announced that this was the date, place and hour fixed by the Board of Commissioners for a public hearing concerning a proposed plan of financing in an aggregate principal amount of up to \$11,000,000, which plan would involve the entry by the County into (a) one or more long-term installment financing contract(s) with the Cabarrus County Development Corporation (the “Corporation”) or one or more other third parties pursuant to North Carolina General Statutes 160A-20, as amended, the proceeds of which would be used to pay all or a portion of the costs of (i) the acquisition of numerous parcels of real property in the County, including any and all improvements located thereon, if any, to be used as the proposed sites of (A) a new public middle school facility, (B) a new public senior high school facility and (C) a new library/senior center facility; (ii) the acquisition of any necessary rights-of-way and easements related to each of the foregoing and (iii) various real and personal property improvements related to each of the foregoing (collectively, the “2019 Projects”), and under said one or more long-term installment financing contract(s) the County would secure the repayment by the County of the moneys advanced pursuant to such one or more long-term installment financing contract(s) by granting a security interest in and lien on all or some portion of the 2019 Projects and/or all or some portion of the real property upon which the 2019 Projects are located and/or (b) into one or more short-term installment financing contract(s) with one or more third parties pursuant to North Carolina General Statutes 160A-20, as amended, the proceeds of which would be used to provide interim financing for all or some portion of the 2019 Projects pending execution and delivery of said one or more long-term financing contract(s) and the related Limited Obligation Bonds and/or Certificates of Participation, if any, and under said one or more

short-term installment financing contract(s) the County would secure the repayment by the County of the moneys advanced pursuant to such short-term installment financing contract(s) by granting a security interest in and lien on all or some portion of the 2019 Projects and/or all or some portion of the real property upon which the 2019 Projects are located, which plan of financing and 2019 Projects were described in the notice of public hearing published in The Independent Tribune on May 4, 2019 (the “Notice”).

The Board of Commissioners first ratified and approved the designation of the meeting as a public hearing on the proposed plan of financing, the call of the public hearing and publication of the Notice.

It was then announced that the Board of Commissioners would immediately hear anyone who might wish to be heard on such matter.

No one appeared, either in person or by attorney, to be heard on such matter or the advisability of the plan of financing and the Clerk to the Board of Commissioners announced that no written statement relating to said matters had been received by the Clerk or the Finance Director.

It was then announced that the public hearing was closed.

\* \* \* \* \*

The Chairman introduced the following resolution, a summary of which had been provided to each Commissioner, a copy of which was available with the Clerk to the Board and which was read by title:

RESOLUTION RELATING TO LONG-TERM INSTALLMENT CONTRACT FINANCINGS OF VARIOUS PUBLIC PROJECTS IN AN AGGREGATE PRINCIPAL AMOUNT UP TO \$11,000,000; INTERIM INSTALLMENT CONTRACT FINANCINGS FOR SUCH PROJECTS IN AN AGGREGATE PRINCIPAL AMOUNT UP TO \$11,000,000; AND THE EXECUTION AND DELIVERY BY THE CABARRUS COUNTY DEVELOPMENT CORPORATION OF ONE OR MORE SERIES OF LIMITED OBLIGATION BONDS AND/OR CERTIFICATES OF PARTICIPATION RELATED THERETO

WHEREAS, the Board of Commissioners desires to undertake a proposed plan of financing in an aggregate principal amount of up to \$11,000,000, which plan would involve the entry by the County into one or more long-term installment financing contract(s) with the Cabarrus County Development Corporation (the “Corporation”) or one or more other third parties pursuant to North Carolina General Statutes §160A-20, as amended, the proceeds of which would be used to pay all or a portion of the costs of (i) the acquisition of numerous parcels of real property in the County, including any and all improvements located thereon, if any, to be used as the proposed sites of (A)



a new public middle school facility, (B) a new public senior high school facility and (C) a new library/senior center facility; (ii) the acquisition of any necessary rights-of-way and easements related to each of the foregoing and (iii) various real and personal property improvements related to each of the foregoing (collectively, the “2019 Projects”), and under said one or more long-term installment financing contract(s) the County would secure the repayment by the County of the moneys advanced pursuant to such one or more long-term installment financing contract(s) by granting a security interest in and lien on all or some portion of the 2019 Projects and/or all or some portion of the real property upon which the 2019 Projects are located;

WHEREAS, as part of said proposed plan of financing, the Corporation may also execute and deliver one or more series of Limited Obligation Bonds and/or Certificates of Participation in said one or more long-term installment financing contract(s) in an aggregate principal amount not exceeding \$11,000,000 to finance the advancement of moneys to the County pursuant to said one or more long-term installment financing contract(s) between the County and the Corporation or one or more other third parties;

WHEREAS, as part of the proposed plan of financing for the 2019 Projects, the Board of Commissioners further desires to authorize interim financing for all or some portion of the 2019 Projects in an aggregate principal amount of up to \$11,000,000, which would involve the entry by the County into one or more short-term installment financing contract(s) with one or more third parties pursuant to North Carolina General Statutes §160A-20, as amended, the proceeds of which would be used to provide interim financing for all or some portion of the 2019 Projects pending execution and delivery of said one or more long-term financing contract(s) and the related Limited Obligation Bonds and/or Certificates of Participation, if any, and under said one or more short-term installment financing contract(s) the County would secure the repayment by the County of the moneys advanced pursuant to such short-term installment financing contract(s) by granting a security interest in and lien on all or some portion of the 2019 Projects and/or all or some portion of the real property upon which the 2019 Projects are located; and

WHEREAS, as required by North Carolina General Statutes §160A-20, the Board of Commissioners has heretofore held the public hearing concerning the one or more short-term installment financing contract(s) and the one or more long-term installment financing contract(s)

to be executed and delivered by the County and the transactions contemplated thereby and associated therewith;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners, as follows:

Section 1. The Board of Commissioners hereby finds and confirms that (i) the 2019 Projects and the financing thereof by one or more short-term contract(s) and one or more long-term contract(s) is necessary and expedient for the County; (ii) financing of the 2019 Projects by one or more short-term contract(s) and one or more long-term contract(s), under the circumstances, is preferable to a bond issue by the County; (iii) the sums to fall due under one or more short-term contract(s) and one or more long-term contract(s) are adequate and not excessive for their proposed purpose; (iv) the County's debt management procedures and policies are good and its debt will continue to be managed in strict compliance with law; (v) the increase in taxes, if any, necessary to meet the sums to fall due under one or more short-term contract(s) and one or more long-term contract(s) will not be excessive; and (vi) the County is not in default regarding any of its debt service obligations.

Section 2. The appropriate officers of the County are hereby authorized and directed to do any and all things necessary, appropriate or convenient to effectuate the foregoing and the proposed plan of financing, including without limitation filing one or more applications with the North Carolina Local Government Commission seeking approval of the plan of financing or any component thereof, the publication of any required notices related thereto, consideration and negotiation of proposals from one or more third parties regarding the one or more short-term installment financing contract(s) included in the proposed plan of financing, consideration and negotiation of proposals from one or more underwriters or one or more other third parties regarding the one or more long-term installment financing contract(s) included in the proposed plan of financing, and consideration and negotiation of the terms of the proposed plan of financing or any component thereof and the relevant legal documentation.

Section 3. This Resolution shall become effective immediately upon its adoption.

Thereupon, upon motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, the foregoing resolution entitled "RESOLUTION RELATING TO LONG-TERM INSTALLMENT CONTRACT FINANCINGS OF VARIOUS PUBLIC PROJECTS IN AN AGGREGATE PRINCIPAL AMOUNT UP TO \$11,000,000; INTERIM INSTALLMENT CONTRACT FINANCINGS FOR SUCH PROJECTS IN AN

AGGREGATE PRINCIPAL AMOUNT UP TO \$11,000,000; AND THE EXECUTION AND DELIVERY BY THE CABARRUS COUNTY DEVELOPMENT CORPORATION OF LIMITED OBLIGATION BONDS AND/OR CERTIFICATES OF PARTICIPATION RELATED TO LONG-TERM INSTALLMENT CONTRACT FINANCINGS” was adopted and passed by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

\* \* \* \* \*

I, Lauren Linker, Clerk to the Board of Commissioners for the County of Cabarrus, North Carolina, DO HEREBY CERTIFY that the foregoing is a true copy of so much of the proceedings of said Board of Commissioners at a regular meeting held on May 20, 2019, as relates in any way to (i) the conduct of a public hearing and the adoption of the resolutions referenced above with respect to a proposed plan of financing for the acquisition of numerous parcels of real property/ 2019 Projects described therein, (a) utilizing one or more short-term installment financing contract(s) under North Carolina General Statutes Section 160A-20 with one or more third parties, and/or (b) utilizing one or more long-term installment financing contract(s) under North Carolina General Statutes Section 160A-20 with one or more third parties, and (ii) that said proceedings are recorded in Minute Book No. \_\_\_ of the minutes of said Board of Commissioners, beginning at page \_\_\_ and ending at page \_\_\_.

I DO HEREBY FURTHER CERTIFY that the schedule of regular meetings of said Board of Commissioners has been on file in my office pursuant to North Carolina General Statutes §143-318.12 as of a date not less than seven (7) days before said meeting.

WITNESS my hand and the corporate seal of said County, this 20th day of May, 2019.

\_\_\_\_\_  
Clerk to the Board of Commissioners  
for the County of Cabarrus, North Carolina

[SEAL]

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

Library - Policy Updates

**BRIEF SUMMARY:**

The library system has updated 2 policies that require approval: the Meeting Room Policy, and the Rules and Regulations for Conduct in the Library. Both have been approved by the Library Board of Trustees.

**REQUESTED ACTION:**

Motion to approve the revised policies as written.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Emery Ortiz, Library Director

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- Rules and Regulations for Conduct in the Library

▣ Meeting Room Policy

## CABARRUS COUNTY PUBLIC LIBRARY RULES AND REGULATIONS FOR CONDUCT IN THE LIBRARY

The mission of Cabarrus County Public Library is connecting Cabarrus County citizens with information and resources that educate, enrich, and empower. Our facilities are designed to be safe spaces for all members of the public to pursue their literary, educational, and recreational needs without fear of harassment or harm. For individuals who refuse to comply with these rules, and/or directives of the library and its staff, law enforcement may be called to assist in mediation and/or removing the individual.

The Board of Library Trustees and the Cabarrus County Board of Commissioners have adopted the following regulations so that the Library may provide an atmosphere conducive to appropriate use of their services and facilities. The public is required to comply with all library policies, including these Rules and Regulations.

1. **Noise.** Creating loud, unreasonable, and/or disturbing noises by persons, electronic devices or cell phones is not allowed. Cell phone ringers, notifications, alerts, and alarms must be silenced. Cell phone or other electronic conversations must be conducted outside the library building. Adults with children will be asked to step outside in cases of prolonged disruption.
2. **Personal Conduct.** Disorderly conduct of any kind is not allowed. Alcohol and illegal drugs may not be possessed or consumed on library property. Sleeping is not allowed. Shirt and shoes must be worn at all times; clothing must be appropriately buttoned or zipped. Selling and/or soliciting of any kind is not permitted. Personal hygiene that constitutes a nuisance to other Library patrons and employees is not permitted. Blocking aisles, doorways, restrooms, stairways, elevators or ramps by people or property (including power cords) is prohibited. Large objects, such as carts, bicycles, and oversized luggage may not be brought into Library facilities, with the exception of baby strollers. Excessive personal belongings (generally, more than one backpack, bag, or other item(s) intended for storage) may not be brought into the library. Leaving personal property unattended is prohibited. All property must be within sight of the owner and kept clear of pathways, doors, and exits. Library staff are not responsible for the belongings of persons in the library.
3. **Interpersonal Conduct.** Inappropriate conduct, aggressive behavior, or harassment of other library patrons will not be tolerated. Examples include, but are not limited to: arguing, making threats, stalking behavior, using foul language, racial/ethnic or orientation-based slurs, aggressive behavior, sexual advances, inappropriate conversations, etc. Library staff may determine additional behaviors that violate this policy if they jeopardize the safety and well-being of other library users.
4. **Smoking.** Tobacco use of any kind is prohibited within 50 feet of any Cabarrus County owned facility, including all libraries. This includes eCigarettes, vaping devices, and smokeless tobacco.
5. **Children.** Children under the age of ten and any person in need of supervision must be attended by a responsible adult at all times. Children up to the age of 17 must not be left at the library after closing time. For the safety of children, adult use of the children's area of the library is limited to use by parents and caregivers acting on behalf of children. Adults requiring youth materials for educational, recreational, or research purposes should alert library staff when pursuing children's resources. Parents with continuously disruptive children will

be asked to leave in the event that the child's behavior is disturbing to other persons using the library, and if the parents and child refuse to cooperate with library staff.

6. **Food.** Food and beverages may not be consumed in the library. Exceptions: bottled water and bottles for infants are allowed.
7. **Animals.** Only service animals falling under ADA Title II and Title III guidelines may be brought into the building. Owners may be asked to identify the service that the animal provides. Any service animals causing a disruption or behaving outside the guidelines of a service animal will be asked to leave.
8. **Restrooms.** Library materials should not be taken into restrooms. Restrooms may not be used for changing clothes, washing clothes, washing hair, shaving or bathing. Congregating in restrooms for social or illegal purposes is not permitted. Cell phone conversations may not be conducted in restrooms.
9. **Library Property.** Furniture should not be moved or rearranged without prior permission from library staff. Mistreatment or destruction of any County property—including library facilities, furniture, and materials—is not allowed. Rollerblading or skateboarding is not permitted on library property.
10. **Library Staff.** The harassment and/or ill-treatment of any library employee, volunteer, or representative will not be tolerated. Examples include, but are not limited to, aggressive behavior, sexual advances, inappropriate conversations, stalking behavior, threats, etc. Library staff may determine additional behaviors that violate this policy if they jeopardize the safety and well-being of employees or other library representatives.
11. **Illegal Conduct or Activities.** Any other illegal acts or conduct in violation of Federal, State, or local law, ordinance or regulation including G.S.14-208.18 (Sex offender unlawfully on premises) is not permitted. Carrying weapons of any type with the exception of those allowed under NC General Statutes and Cabarrus County Ordinance is not permitted. Statutes and ordinances may be provided upon request.

Failure to comply with the Library's rules will result in exclusion from the Library based on the following process:

**Warnings.** When a violation of these regulations is observed by any library staff member, they will address the occurrence as a warning\* and provide a copy of this document, identifying the specific violation. Upon issuing two warnings in any single library visit, any additional violations will result in dismissal from library property for the remainder of the day.

*\*As there is a zero tolerance policy in place for any acts of harassment, aggression, violence, and/or discriminatory behavior towards any individual on library property, violations of this nature will not receive a warning. Rather, this type of behavior will constitute an immediate and permanent ban until a hearing can be conducted between the offender, library administration, and/or County Management. This meeting will include a written statement that designates terms of future library use, if continued use of library services is permitted.*

**Temporary Ban.** Individuals who have gone through the warning process above but continue to violate policy will receive a temporary ban. This will occur once removal from the library has become necessary more than twice in a two-month period. A ban will include the individual's library card flagged as inactive for the length of

time the ban is scheduled. Temporary bans may range from one week to one year, depending on the severity of the behavior and the compliance of the offender. Bans lasting for one week or less may not be disputed. Bans in excess of a week may be appealed by the request of an evidentiary hearing with library administration and County Management.

**Permanent Ban.** Prolonged behavior that violates library policies and regulations, illegal activity, and/or any behavior that causes physical harm to another person on library property will constitute a permanent ban from all Cabarrus County Public Library facilities. The individual banned will receive a certified letter as official notice, reviewing their repeated violations and/or other terms that necessitated the ban. Law enforcement will be informed, and any attempt by the individual to return to a library will constitute as trespassing. Permanent bans may be appealed by the request of an evidentiary hearing with library administration and County Management.

**Methods of Assessment.** Library facilities may be monitored by security cameras, law enforcement officers, theft detection devices, or any combination of security methods that allow for the safety and well-being of employees, patrons, facilities, and collections. In determining appropriate disciplinary actions for violators of this policy, library staff and law enforcement may access data from these security measures, along with written accounts from any witnesses (both staff and non-employees).

Any behavior not specifically addressed in this document, but deemed a public hazard, safety violation, disruption, or nuisance is also subject to the listed penalties and actions at the discretion of Library management.

Any disputes of these regulations or actions may be addressed with the Library Director. Appeal of a ban will go before library administration and County Management, and must include a written statement. If further action to appeal is requested, the Board of Library Trustees will hear any grievances or appeals at the meeting that most immediately follows the incident(s) in question. Any disciplinary actions will be maintained until a decision is made by the Board of Library Trustees.





**APPLICATION FOR USE OF THE CABARRUS COUNTY PUBLIC LIBRARY AUDITORIUM**  
(The agency must be in or serve Cabarrus County citizens to be eligible to use County facilities.)

**All information is required to process application. Payment is due before reservations are considered complete.  
Please review the policy for room use prior to completing.**

The Cabarrus County Public Library auditorium, located in the Concord Library, is available to agencies that are located in or serve Cabarrus County. Please check the boxes below to acknowledge the following:

- Auditorium capacity is 120
- Auditorium rental rate is \$100 per 2-hour block\* (see policy for possible exceptions)
- My agency/organization is located in or directly serves Cabarrus County

**Date of Application:** \_\_\_\_\_ **Name of Organization (if applicable):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Library Card Number:** \_\_\_\_\_

**Position/Role (if applying on behalf of an organization):** \_\_\_\_\_

**Address (business address, if applying on behalf of an organization):**  
\_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Date(s) Requested (minimum of 28 days in future):** \_\_\_\_\_

**Meeting(s) will start at:** \_\_\_\_\_ **and end at:** \_\_\_\_\_ **Estimated # of Attendees:** \_\_\_\_\_

*(Please Note: All meetings must be held during normal library hours of operation and conclude at least fifteen minutes prior to the library's closing time, unless otherwise approved by the Manager/Director.)*

**Purpose of the Meeting (see policy for usage rules):**  
\_\_\_\_\_  
\_\_\_\_\_

Will food and beverages be served: yes no Will you need access to the kitchen? yes no

**Will you need to use Library equipment? If so, please check all that applies.**

*(Please note: you will be responsible for any damages incurred.)*

- Projector (must supply own laptop)
- Easel
- Tables: indicate # \_\_\_\_ (12 available)



***On behalf of myself and/or organization, I have read the attached USAGE RULES and agree to comply with all regulations governing use of the library auditorium, and assume responsibility to assure that all regulations are met. Myself and/or the represented organization indemnifies and holds harmless the County from all claims for loss, damage or expense from Agency's usage of the County Facility and the usage of the County Facility by all persons attending the event. Agency' insurance shall be considered primary over any insurance coverage the County may have and shall comply with all federal, state, and local laws. Access to this County Facility may be controlled by a security system. If so, Agency personnel and guest will need to be escorted to and from County facility.***

***Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_



## **POLICY FOR USE OF THE CABARRUS COUNTY PUBLIC LIBRARY AUDITORIUM AND FACILITIES**

(The agency must be in or serve Cabarrus County citizens to be eligible to use County facilities.)

The library auditorium is primarily used for Library programming and meetings of Library support groups and staff. Library activities take precedence in scheduling. When the room is not in use for library-sponsored activities, it is available for community use for those who hold an active Library card (required for both an individual or representative of an organization). A fee of \$100 per two hour block—due before reservations are considered confirmed and final—will apply to any individual or organization with exception to the following: Cabarrus County partnering agencies; Friends of the Library groups; individuals needing the room for educational purposes, as approved by library management. Non-profit organizations that are located in or serve Cabarrus County are entitled to one free auditorium reservation per year. Each applicant is required to have a library card in good standing to reserve meeting rooms.

An application form must be completed and submitted to the Library. Applications should be submitted no later than 1 month (28 days) prior to the event date. Rooms may be reserved no more than 90 days in advance. Reservations are made on a first-come, first-served basis. Events requiring multiple dates and/or recurring use must be pre-approved by library administration, and no individual or organization may have more than three reservations scheduled at any one time.

The Library auditorium and facilities are available for civic, educational, cultural or other nonprofit-sponsored meetings. They are not available for strictly social purposes, fundraising, recruiting (non-career related), sales or solicitation, proselytizing, or politically affiliated events. The Library Director/Branch Manager may deny the use of library facilities for violations of this rule, and/or upon determining the purpose of the event does not align with appropriate use. Organizations are not permitted to present programs for the public unless in direct partnership with the Library (for information on establishing a partnership, please contact 704-920-2050 or email [library@cabarruscounty.us](mailto:library@cabarruscounty.us)).

All meetings and/or events must be scheduled to begin during regular library hours and end at least 15 minutes before closing time, unless otherwise approved prior to the event. Failure to vacate on time, or to cancel an event without notice, will jeopardize the group's future use of the auditorium.

Events in the library facilities must not disrupt other uses of the library or disturb other library users.

Parents attending an event in the auditorium may not leave children under the age of 10 unattended in the Library.

No fees, including admission or donations, may be collected by any group other than Library support groups. Events sponsored by the Library or one of its support groups may allow sales by artists and writers.

In publicizing a meeting to be held in the auditorium, the sponsoring group must be clearly identified. Groups must not imply library sponsorship or endorsement of their program or organization in their publicity/marketing materials—including social media posts, printed materials, etc.—unless specifically cleared to do so in a collaborative or partnership event with the Library.

Organizations using library facilities are responsible for the cost necessary to repair any damage done to the facilities or contents of the rooms during the period of use.

Organizations using the auditorium may serve refreshments under the following conditions:

- Refreshments are limited to non-alcoholic beverages and finger food. No heated trays or small electronic appliances are allowed to be used for refreshments.
- The user is responsible for clean-up, including disposing of all unused food and beverages (garbage cans, vacuum cleaner/carpet sweeper will be provided).
- No remnants (i.e. stains, crumbs) of food/drink are left on library furniture, floors, or other surfaces.
- Failure to follow these conditions may result in the organization being banned from using the library facilities in the future.

Cabarrus County Government is a smoke free workplace. Smoking is not permitted in any library facility. Open flames, including candles, are also prohibited.

Some audiovisual equipment is available for use. See the Application for details. The library will provide limited instructions on use of equipment, and users must provide an individual who is capable of operating equipment.

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Discussion Items for Action

**SUBJECT:**

Register of Deeds - Partial Refund of Excise Tax

**BRIEF SUMMARY:**

Morrison Law recorded a general warranty deed on March 14, 2019, Instrument # 5839 and paid excise tax of \$803.00. Subsequently, on April 2, 2019, Morrison Law recorded an affidavit asserting the excise tax due on that transaction to be \$338.00.

**REQUESTED ACTION:**

Motion to authorize a refund to Morrison Law in the sum of \$465.00, pursuant to NCGS 105-228.37.

**EXPECTED LENGTH OF PRESENTATION:**

1 Minute

**SUBMITTED BY:**

Wayne Nixon, Register of Deeds

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

▣ Morrison Law Attachment

FILED Apr 02, 2019  
AT 04:20:00 PM  
BOOK 13443  
START PAGE 0223  
END PAGE 0223  
INSTRUMENT # 07717  
EXCISE TAX \$0.00

Prepared by and Return to: Morrison Law, LLP, 167 Church Street, Concord, NC 28025

**AFFIDAVIT**

Giving notice of typographical or other minor omission pursuant to NCGS 47-36.1

Title of Original Instrument: North Carolina General Warranty Deed

Date of Recording: March 14, 2019

Recording Book and Page: Book 13413, Page 24, Cabarrus County Registry

Original Parties to the Instrument:

Grantor (s): Jessica Troutman Cochran and spouse Ryan Lee Cochran

Grantee: Stephen Hackney and wife Sophie Hackney

Now comes the undersigned as preparer and recorder being first duly sworn and does say the following:

The sole purpose of this deed is to correct the Excise Tax amount to \$338.00.

Signature of Affiant: *Arne W. Morrison*  
Print Name: Arne W. Morrison

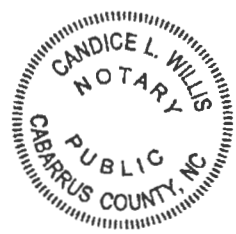
State of North Carolina County of Cabarrus

Sworn to and subscribed before me this 1<sup>st</sup> day of April, 2019.

Notary Public: *Candice L. Willis*

My commission expires: 12/14/2021

Notary Seal



submitted electronically by "Morrison Law, LLP"  
in compliance with North Carolina statutes governing recordable documents  
and the terms of the Memorandum of Understanding with  
the Office of the Register of Deeds of Cabarrus County. NCGS 47-14(a1)(5).

FILED	Mar 14, 2019
AT	11:45:00 AM
BOOK	13413
START PAGE	0024
END PAGE	0025
INSTRUMENT #	05839
EXCISE TAX	\$803.00

TAX STAMPS: \$803.00  
Prepared by H. L. Ruth, III, PA  
TAX ID: 5682646307

NORTH CAROLINA

GENERAL WARRANTY DEED

CABARRUS COUNTY

<sup>12~~2~~</sup>  
THIS DEED, made this 1st day of March, 2019, by JESSICA TROUTMAN COCHRAN f/k/a Jessica D. Troutman and spouse, RYAN LEE COCHRAN, whose mailing address is 1212 Union St., S, Concord, NC 28025, Grantor, to STEPHEN HACKNEY and wife, SOPHIE HACKNEY, Grantee, whose mailing address is 35 Charing Pl., SW, Concord, NC 28025.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include the singular, plural, masculine, feminine or neuter as required by context.

W I T N E S S E T H :

That the Grantors, for a valuable consideration paid by the Grantees, the receipt of which is hereby acknowledged, have and by these presents do grant, bargain, sell, and convey unto the Grantees in fee simple, all that certain tract or parcel of land, Lying and being in No. 11 Township, Cabarrus County, North Carolina and being more particularly described as follows:

Being all of Lot No. 2 of CHARING PLACE, a map of which is on file in the Office of the Register of Deeds for Cabarrus County, North Carolina in Map Book 27, page 76.

The property conveyed herein  does \_\_\_\_\_ does not include the primary residence of Grantors.

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

### **AGENDA CATEGORY:**

Discussion Items for Action

### **SUBJECT:**

Sheriff's Office - Approve Bid Award with Hilbish Ford for 2020 Ford Utility Police Interceptor Vehicles (Explorer)

### **BRIEF SUMMARY:**

The Cabarrus County Sheriff's Office budgeted via Medicaid Hold Harmless funds in the amount of \$420,000 for the purchase of Ford Police Interceptor Vehicles for FY 2019. Additionally, a Request for Bids was advertised for the 2020 Ford Utility Police Interceptor Vehicle (Explorer).

There were four bids received. First was from Hilbish Ford in Kannapolis, NC for a price of \$33,211.40 per vehicle A and \$33,162.40 for vehicle B. Second was from Asheville Ford in Asheville, NC for a price of \$33,423 for vehicle A and \$33,375 for vehicle B. Third was from Worldwide Ford in Marion, Virginia for a price of \$33,905 for vehicle A and \$33,856 for vehicle B. Fourth was Lonnie Cobb Ford in Henderson, TN for a price of \$33,995 for vehicle A and \$33,946 for vehicle B. The Sheriff's Office is requesting to award the bid to Hilbish Ford and to purchase a total of (12) 2020 Ford Utility Police Interceptor Vehicles at a total cost of \$398,438.80.

### **REQUESTED ACTION:**

Motion to suspend the Rules of Procedure.

Motion to approve the bid award with Hilbish Ford and authorize the Cabarrus County Sheriff's Office to purchase a total of (12) 2020 Ford Utility Police Interceptor Vehicles (Explorer) for a cost of \$398,438.80.



**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Deputy Chief James Bailey

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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**ATTACHMENTS:**

- ▣ Bid Package 1
- ▣ Bid Package 2
- ▣ Bid Package 3
- ▣ Bid Package 4

# BID RESPONSE PACKAGE

## BID RESPONSE FORM

FROM: Name of Bidder: HILBISH MOTOR COMPANY  
Street Address: 2600 S CANNON BLVD  
KANNAPOLIS NC 28083  
Phone #: ( 704 ) 938-3121  
Fed Tax ID #: 56-06-60637

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY CABARRUS COUNTY FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF THE BID SPECIFICATIONS.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
	SEE ATTACHMENT "A"	33,211.40
	SEE ATTACHMENT "B"	33,162.40

Estimated Time for Delivery 22-24 WEEKS  
(after receipt of order)

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

<u>ADDENDUM #</u>	<u>DATE</u>
_____	_____
_____	_____

I certify this bid complies with the General Specifications and conditions issued by the County except as clearly marked in the attached copy.

(Please print name) BILL OVERCASH  
(Authorized Signature) Bill Overcash  
(Please print title) Sales mgr

**ATTACHMENT "A"**

(10) 2020 Utility Police Interceptor Vehicle Base Price Bid Sheet (Ford SUV-type vehicle)

500A---Equipment group

K8A---Utility Police Interceptor AWD

YZ---Oxford White

96--Cloth Front Buckets/Vinyl Rear

99B/44U---3.3L V6 Direct-Injection FFV AWD with 10-Speed Automatic Transmission

51R---LED Spot Lamp Driver Only

65L---18" Wheel covers

55F---Remote Keyless Entry Key Fob

17A---Aux Air Conditioning

17T---Cargo Dome Light

153---Front License Plate Bracket

Base Price per Vehicle: \$ 33,211.40

Maximum time period for price guarantee (beyond 120 days): MODEL YEAR

**ATTACHMENT "B"**

(2) 2020 Utility Police Interceptor Vehicle Base Price Bid Sheet (Ford SUV-type vehicle)

500A---Equipment Group

K8A---Utility Police Interceptor AWD

YZ---Oxford White

65U---Interior Upgrade Package

99B/44U---3.3l V6 Direct-Injection FFV AWD with 10-Speed Automatic Transmission

65L---18" Wheel covers

55F---Remote Keyless Entry Key Fob

17A---Aux Air Conditioning

153---Front License Plate Bracket

Base Price per Vehicle: \$ 33,162.40

Maximum time period for price guarantee (beyond 120 days): MODEL YEAR

(Date) APRIL 15 2019

## BID RESPONSE PACKAGE

### BID CHECK LIST

**Bid Check List:** Confirm by placing a check mark in the space provided that as the bidder the information listed below has been reviewed and complied with in the submission of a response to this Invitation to Bid.

(A) N/A Bid bond provided, if required. (See Section 3.2)

(B)      Addendum's acknowledged. Please contact the Finance Office representative to verify the number of addendum's issued.

#### Addendum Receipt:

The following confirms receipt of any and all addenda issued for this Invitation to Bid:

Addendum # Date Issued

(C) XX Bid document has been signed by authorized bidder official

(D) XX Bid package has been properly labeled per the instructions. (See Section 1.4)

(E) XX Bid Response Package including Forms and any related specification Check-off lists.

The signature below certifies the bid response complies with the requirements of this Invitation to Bid and that the above items A through E have been verified as complete.

4-15-19  
Date

BILL OVERCASH  
Printed/Typed Name

  
Signature

## BID DOCUMENT CERTIFICATION

2020 Police Vehicles

The undersigned hereby certifies the bidder has read the terms of this bid document, and is authorized to bind the company to the information herein set forth.

Date: 4-15-19

HILBISH MOTOR COMPANY

Name of Company

BILL OVERCASH

Printed Name and Title

Bill Overcash Survey

Signature

A

CNGP530

VEHICLE ORDER CONFIRMATION

04/09/19 10:19:38

Dealer: F21656

Page: 1 of 1

2020 EXPLORER 4-DOOR

Order No: 1000 Priority: G4 Ord FIN: QC794 Order Type: 5B Price Level: 020

Ord Code: 500A Cust/Flt Name: CABARRUS COUN PO Number:

RETAIL

RETAIL

K8A 4DR AWD POLICE \$40615

FLEX-FUEL

.119" WHEELBASE

153

FRT LICENSE BKT

NC

YZ OXFORD WHITE

SP DLR ACCT ADJ

9 CLTH BKTS/VNL R

SP FLT ACCT CR

EBONY

FUEL CHARGE

00A EQUIP GRP

B4A

NET INV FLT OPT

NC

.AM/FM STEREO

DEST AND DELIV

1095

99B 3.3L V6 TI-VCT (3530)

TOTAL BASE AND OPTIONS 39635

44U 10SPD AUTO TRAN NC

TOTAL 39635

17A AUX CLIMATE CTL 610

\*THIS IS NOT AN INVOICE\*

17T CARGO DOME LAMP 50

425 50 STATE EMISS NC

51R DRV LED SPT LMP 395

5F KEYLESS - 4 FOB 340

5L 18" WHEEL COVER 60

1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

4=Submit

F5=Add to Library

99 - PRESS F4 TO SUBMIT

QC00989

B

CNGP530

VEHICLE ORDER CONFIRMATION

04/09/19 10:44:54

==>

Dealer: F21656

2020 EXPLORER 4-DOOR

Page: 1 of 1

Order No: 1000 Priority: G4 Ord FIN: QC794 Order Type: 5B Price Level: 020

Ord Code: 500A Cust/Flt Name: CABARRUS COUN PO Number:

RETAIL

RETAIL

K8A 4DR AWD POLICE \$40615

85D FRT CNSL MT DEL NC

.119" WHEELBASE

FLEX-FUEL

YZ OXFORD WHITE

153 FRT LICENSE BKT NC

F CLTH BUCKETS/RR NC

SP DLR ACCT ADJ

6 EBONY

SP FLT ACCT CR

500A EQUIP GRP

FUEL CHARGE

99B ✓ 3.3L V6 TI-VCT (3530)

B4A NET INV FLT OPT NC

44U ✓ 10SPD AUTO TRAN NC

DEST AND DELIV 1095

17A ✓ AUX CLIMATE CTL 610

TOTAL BASE AND OPTIONS 39580

425 50 STATE EMISS NC

TOTAL 39580

55F ✓ KEYLESS - 4 FOB 340

\*THIS IS NOT AN INVOICE\*

65L ✓ 18" WHEEL COVER 60

65U ✓ INT UPGRADE PKG 390

.CARPET FLR COV

.SYNC 3

1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

4=Submit

F5=Add to Library

099 - PRESS F4 TO SUBMIT

QC00989

88



**CABARRUS COUNTY**

**FINANCE OFFICE**

**65 CHURCH STREET, S.**

**PO BOX 707**

**CONCORD, NORTH CAROLINA 28026-0707**

**(704) 920-2888**

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**Date:** April 4, 2019

**Subject:** Invitation to bid on the following apparatus, supplies, materials, equipment and/or services for

**"2020 Police Vehicles"**

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This letter extends an invitation for the submission of a bid to supply Cabarrus County with apparatus, supplies, materials, equipment and/or services as indicated above. Sealed bids for the above will be received at the office of the Cabarrus County Purchasing Agent, Finance Office, Cabarrus County Government Center, 2nd floor, 65 Church Street, S., Concord, North Carolina, up to **3:00 PM, April 15, 2019**, at which time they will be opened and publicly read. The public opening and reading will take place in the Board of Commissioners' Meeting Room, Government Center, 2nd Floor, 65 Church Street, S., Concord, NC **no later than 3:00 PM**, according to the clock on the Commissioner's Chamber room wall. Two (2) copies of your proposal response should be submitted in a sealed opaque envelope plainly marked with the description as follows: **"2020 Police Vehicles"**. Cabarrus County reserves the right to reject any and all bids and to waive minor formalities.

Instructions for the preparation and submission of a bid are contained in the attached packet. Please note that specific forms for submission of a bid are required. Bids must be typed or printed in ink. If you do not desire to offer a bid, please return this package and so indicate by a signature in the space provided on the Bid Response Form, included in this Invitation to Bid document. Otherwise, your name may be removed from our list of potential bidders to whom invitations to bid are forwarded.

The Finance Office, in writing, as an addendum shall issue any approved changes to the conditions and specifications as presented in this invitation to bid to this document. When an addendum is issued, the bid opening date may be extended at the discretion of Cabarrus County. **Any bid submitted which does not acknowledge receipt of an issued addendum will not be considered.** This receipt can be noted in the space provided on the Bid Response Form included in this Invitation to Bid document.

**Invitation to Bid**

**Page 2**

Cabarrus County has an equal opportunity purchasing policy and seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. Cabarrus County encourages utilization of minority and women-owned business enterprises in our procurement activities. Cabarrus County provides equal opportunity for all businesses and does not discriminate against any bidder regardless of race, color, religion, age, sex, national origin or disability. A Minority Business Enterprise (MBE) is defined as a business, owned (51% minimum) and controlled by a person of African-American (BBE), Asian-American (ABE), Native-American (NBE), or Hispanic (HBE) descent. A Woman-Owned Business is one owned (51% minimum) and controlled by a non-minority woman (WBE).

A response from your firm to this invitation to bid would be appreciated. Questions should be directed to me at (704) 920-2888 or [tcnunn@cabarruscounty.us](mailto:tcnunn@cabarruscounty.us).

Sincerely,

Thomas Nunn

Contract and Risk Coordinator

cc: File

## INSTRUCTIONS TO BIDDERS

**1.1 Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a bid to supply Cabarrus County with apparatus, supplies, material and equipment, and/or services as listed above. Section 143-129, et, governs some bids. Seq. of the North Carolina General Statutes.

**1.2 Definitions:**

(A) Bidder: The term bidder is used to encompass the party seeking to have or having a contract with Cabarrus County.

(B) County: This term is defined as Cabarrus County local government.

**1.3 How to Prepare Bid Responses:** All bid proposals shall be:

(A) Prepared and submitted on the forms enclosed herewith, unless otherwise prescribed.

(B) Submit two (2) copies of your proposal response.

(C) Typewritten or completed in ink, signed by the bidder or the bidding firms Authorized representative, with all erasures or corrections initialed and dated by the bidder's authorized representative signing of the Bid Response Form.

(D) Prior to completion of the bid forms and submittal of a bid, bidders are encouraged to carefully review all provisions contained in this Invitation to Bid document along with any attachments and addendums issued.

(E) Each bid constitutes an offer and may not be withdrawn except as provided herein. Bid prices are to remain firm for the period stated in the Invitation to Bid specifications.

**1.4 How to Submit Bid Responses:** All bid responses shall be:

(A) Submitted in a sealed opaque envelope with the following information written on the outside of that envelope.

(1) The bidders company name

(2) Identification of the equipment, supply and/or service for which the bid is submitted as indicated at the top of the cover letter to the Invitation to bid document.

(B) Mailed or delivered to the address shown below for receipt by the County on or before time specified in cover letter.

**Mailing Address:**

Cabarrus County – County Manager's Office

Attn: Tom Nunn

PO Box 707

Concord, NC 28026-0707

**Hand Delivery Address:**

Cabarrus County – County Manager’s Office Attn: Tom Nunn  
Cabarrus County Government Center, 2nd Floor  
65 Church Street, SE Concord, NC 28025

(C) Bids not received by the time and date specified in the first paragraph of the letter of invitation will not be opened or considered, unless the delay is a result of the negligence of the County, its agents, or assigns.

**1.5 How to Submit an Objection:** Objections from bidders to the invitation to bid and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner.

(A) When a pre-bid conference is scheduled, bidders should present their objection at that time, in writing.

(B) When a pre-bid conference is not scheduled, bidders should object in writing at least five (5) days prior to the opening of the bid.

(C) The objection contemplated must pertain both to form and substance of the Invitation to Bid document. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the bidder to protest the solicitation.

**1.6 Failure to Bid:** If a bidder does not desire to offer a bid, bidder should return the Invitation to Bid package and indicate such response by a signature in the space provided on the Bid Response Form. If possible, a reason for not offering a bid should be indicated and whether the bidder desires their company's name be retained or removed from the County list for vendors to receive future Invitation to Bid documents.

**1.7 Errors in Bids:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidders own risk.

**1.8 Standards for Acceptance of Bid for Award Contract:** The County reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the County. The award shall be made to the lowest responsible bidder taking into consideration, quality, performance and the time specified in the proposals for the performance of the contract. Where the contract is for a service, the award may be made to the responsible bidder or bidders that best meet the needs and interests of the County.

**1.9 Compliance with Laws:** The bidder shall obtain and maintain all licenses, permits, liability insurance, workers compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between

the bidder and the County. Any such requirement specifically set forth in any contract document between the bidder and the County shall be supplementary to this section and not in substitution thereof.

**1.10 CONTRACT INSTRUCTIONS (\*FOR SUCCESSFUL BIDDER ONLY\*)**

**Upon notification of award**, contractor and Cabarrus County must execute a contract. Proper execution will expedite processing of the contracts. Listed below are procedures for completing a contract.

- 1 Signed by President or Vice President
- 2 Attested by Secretary
- 3 Affix corporate seal on Contract
- 4 If the contract is executed by persons other than the President or Vice President and Secretary of the Company, authorization for such signatures as designated by the Board of Directors will be required and attached to the contract.
- 5 Furnish all required Insurance Certificates called for.
- 6 Furnish all bonds as called for.

Please return all copies of the contract to the following address:

**CONTRACT REFERENCE:**

**2020 Police Vehicles** (this contract will take the form of a Purchase Order)

**Cabarrus County – Finance Office**

**Attn: Tom Nunn**

**65 Church Street, S., PO Box 707**

**Concord, NC 28026-0707**

A fully executed copy can be returned to you for your records.

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## GENERAL CONDITIONS

**2.1 Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of the County representative about the error or omission. The intent of this Invitation to Bid is to solicit bids on common commercially available items rather than restrictive specifications. Any manufacturer's reference used in describing an item is merely descriptive, and not restrictive unless otherwise noted, and is used only to indicate type and quality of material. Offers' are required to state exactly what they intend to furnish. The term "Or Equal", if used, identifies a commercially produced item which has all the essential performance characteristics of the Brand Name stated in the item description. Bids/proposals submitted on an OR EQUAL item must identify the Brand Name and Model Number offered. Offered material must be new and unused unless otherwise specified in the solicitation. Remanufactured or reconditioned does not qualify as new.

**2.2 Delivery Point:** Unless otherwise stated, all items shall be quoted and delivered

F.O.B. destination (i.e. at a specific Cabarrus County address), and delivery cost and charges (if any) shall be included in bid price.

**2.3 Delivery Time:** When delivery time is requested in invitation documents, time shall be of the essence; therefore, the bid shall include the delivery date. In some instances, the County may specify only a maximum number of days for delivery.

**2.4 Preparation for Delivery:**

(A) **Packing:** Packing shall be in accordance with acceptable commercial practices for domestic shipments, unless otherwise stated in the Invitation to Bid or as revised and included in writing in the contract with the County or on the purchase order. The bidder shall make shipments using the minimum number of containers consistent with the requirements of safe transit, available mode of transportation routing. It shall be the bidder's responsibilities to determine the packing is done adequately to assure all the materials arrive at the correct destination in an undamaged condition ready for their intended use.

(B) **Marking:** All cartons shall be clearly identified with the name of the County department making the purchase. Packing lists must be affixed to each carton showing their contents or included inside the carton. If more than one carton is shipped, each carton is to be numbered giving the number of that carton in relation to the total number of cartons shipped in response to the order, i.e. 1 of 4, 2 of 4, etc.

(C) **Shipping:** The bidder shall follow shipping instructions as stated in the Invitation to Bid, on the purchase order or as written in the contract.

**2.5 Multiple/Alternate Bids:** No bidder shall submit more than one bid unless requested by the County in the Invitation to Bid. Any multiple bids must be brought to the County representative's attention in writing at least five (5) days prior to the opening of the bid.

## 2.6 Contract types:

(A) **Definite Quantity:** A definite quantity contract is a fixed-price contract that provides for delivery of a specified quantity of supplies or services either at specified times or when ordered.

(B) **Indefinite Quantity:** An indefinite quantity contract is a contract for an indefinite amount of supplies or services to be furnished at specified times, or as ordered, that establishes unit prices of a fixed-price type. Generally, an approximate quantity or the best information available as to quantity is stated in the Invitation to Bid. The contract may provide a minimum quantity the County is obligated to order and may also provide for a maximum quantity provision that limits the County obligation to order.

**Note:** This is an INDEFINITE Quantity contract.

**2.7 Prices to be Firm:** Bidder warrants the bid price(s), terms and conditions quoted in their bid shall be firm for acceptance by the County for a minimum period of one hundred twenty (120) days from the bid receipt deadline. Do not include taxes in bid figures. The County pays sales tax which should be added to invoices. The County is exempt from Federal Excise Tax and will issue a Federal Exemption Certificate, if necessary.

**2.8 Description of Material:** Proposals for materials, supplies, vehicles, and/or equipment must be accompanied by accurate descriptions of the exact materials, supplies, vehicles, and/or equipment on which a bid(s) is made. When specified in the Invitation to Bid, copies of detailed factory specifications, ratings, technical data, etc. may be required for submittal along with the bidder's response package.

**2.9 Completeness:** All information required by Request for Bid must be completed and submitted to constitute a proper bid.

**2.10 Quality:** All components used to manufacture or construct any supplies, materials or equipment covered in this Invitation to Bid shall be new (unless otherwise specified), the latest model, of the best quality and highest grade workmanship. Vehicles and/or equipment shall be equipped with such necessary equipment complying with the North Carolina law, but not including licensing. Materials must comply with all applicable Federal and State OSHA requirements in affect at the time this Invitation to Bid is issued.

**2.11 Acceptance of Goods/Services:** Goods delivered under this Invitation to Bid shall remain the property of the successful bidder until a physical inspection and actual usage of this material and/or services is made and therefore accepted to the satisfaction of the County. IN THE EVENT THE GOODS SUPPLIED TO THE COUNTY ARE FOUND TO BE

**DEFECTIVE OR DO NOT CONFORM TO SPECIFICATIONS, THE COUNTY RESERVES THE RIGHT TO CANCEL THE ORDER AND RETURN THE PRODUCT TO THE SUCCESSFUL BIDDER AT THE SUCCESSFUL BIDDERS EXPENSE INVOKING THE PROVISIONS OF SECTION 2.14.** One failed sample from each order would be considered representative of the entire order and the entire order would be returned. In the event the services rendered do not conform to the specifications in the Invitation to Bid, the County reserves the right to cancel the written notice to the successful bidder.

**2.12 Plant and Facility Inspection:** The County may require the bidder to make their plant and/or facilities available for inspection or may require the bidder to provide additional information concerning their ability to perform in compliance with the requirements of this Invitation to Bid. Failure to comply with this requirement may be cause for rejection of the bidder's response.

**2.13 Guarantee:** Unless otherwise specified by the County, the bidder unconditionally guarantees the materials and workmanship on all material and/or services. If, within the guarantee period any defects occur due to faulty material and/or services, the bidder at their expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the County. These repairs, replacements or adjustments shall be made only at such time as will be designated by the County to ensure the least impact to the operation of County business.

**2.14 NO PUBLICITY OR STATEMENTS TO THE PRESS:** No advertising, sales promotion or other materials of the Consultant or its agents or representatives may identify or reference this Agreement or the County in any manner absent the County's prior written consent. As a condition of entering into this Agreement, the Bidder further agrees to refrain from the following absent the County's prior written approval: (i) making any statement to the media regarding the subject matter of this Agreement or the County's position on any issue relating to this Agreement; or (ii) making any statement to the media on any issue which is in the County's judgment likely to cause the Bidder or County staff to be viewed as anything other than neutral with respect to the subject matter of this Agreement, or cast doubt on the competence or integrity of the Bidder. Failure to comply with this Section by the Bidder shall constitute a material breach and, without limiting any other remedies the County may have, shall entitle the County to terminate this Agreement for default.

**2.15 Brand Name:** If and whenever brand names, makes, names of manufacturers, trade names, bidder catalogs or model numbers are stated, they are for the purpose of establishing a grade or quality of material. The County may accept any approved equal as defined in Section 2.16.

**2.16 OR EQUAL Interpretation:** It is the bidder's responsibility to prove to the County that each bid item is equal to the grade or quality of material specified.

**2.17 Default Provision:** The contract resulting from this Invitation to Bid may be canceled or annulled by the County in whole or in part by written notice of default to the bidder upon nonperformance or violation of contract terms. Goods and/or services may then be purchased on the open market and, the defaulting successful bidder (or his surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices. The successful bidder shall continue their performance under this contract to the extent any part is not terminated under the provisions of this clause.

**2.18 Patent Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify the County and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters patent of the United States arising out of the performance of the contract resulting from this Invitation to Bid or out of the use or disposal by or for the account of the County supplies furnished or construction work performed hereunder

**2.19 Certification of Independent Price Determination:** By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and



(2) Unless otherwise required by law, the bidder has not knowingly disclosed the prices, which have been quoted in this bid directly or indirectly to any other bidder or to any competition prior to the opening of the bid.

(3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

**2.20 Award of Contract:** A contract, if awarded, shall be awarded to the lowest responsible bidder taking into consideration quality, performance and the execution time specified in the Invitation to Bid. The County alone shall make such determination.

**2.21 Qualified Bidder:** A Qualified Bidder is defined for purposes of this Invitation to Bid as a party who meets, or by the bid opening deadline can meet, all requirements for licensing, insurance and service contained within this Invitation to Bid.

**2.22 Compliance with Specifications-Terms and Conditions:** The Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Bidder's proposal, Addendum and/or any other pertinent document forms constitute a response to this Invitation to Bid and by reference are made a part hereof.

**2.23 Signed Bid:** The signed bid shall be considered an offer on the part of the bidder.

It shall be deemed accepted upon approval by the Board of Commissioners of Cabarrus County, the County Manager or their designee. In case of default on the part of the bidder after such acceptance, the County may take such action, as it deems appropriate including legal action for damages.

**2.24 Notice to Proceed:** The successful bidder shall not commence work under this invitation to Bid until duly notified by receipt of an executed contract from the County. If the successful bidder does commence work prior to receiving official notification, that action is taken at the successful bidder's risk.

## SPECIAL CONDITIONS

**3.1 Price Change:** Preference shall be given to the bidder submitting the lowest price meeting specifications as their bid. Should it be found to be in the best interest of the County to accept a bid with an escalation clause, the following shall apply:

4.1a The bid price shall be initially accepted for a specific contract term. Upon written receipt from bidder to the County of documented materials and labor price increases impacting bidder's cost for such items, the County may approve an escalation in the bid price for a revised specific contract term. If the bidder is submitting an escalation clause in their bid, it shall be so indicated with specifics of the clause, on the detailed price proposal page in the detailed specifications in the Invitation to Bid.

4.1b This written request to support any proposed increases must be submitted to the Finance Office representative not less than sixty (60) days prior to the effective date of any such requested price increase.

4.1c Any adjustment allowed shall consist of bona fide material/service cost increases, which may be passed on to the consumer.

4.1d No adjustment shall be made to compensate a bidder for inefficiency in operation or for additional profit.

**3.2 Bid Bonds:** If the total price of apparatus, supplies, material or equipment is \$100,000 or more, the bidder may be required to post a bid bond, cash, cashier's check, or certified check drawn on a bank or trust company insured by the Federal Deposit Insurance Corporation and made payable to the County in the amount of not less than 5% of the bid price.

**NOTE: A Bid bond *IS NOT* required for this bid.**

**3.3 Performance/Payment Bonds:** Each bidder may be required to post a payment/ performance bond, governmental securities, certified check or money order payable to the County in the amount of 100% of the bid price if awarded the contract. Such bond(s) are due prior to contract execution as a guarantee of the faithful performance of the terms of the contract and payment of all sums due for labor and materials per the contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to subcontractors.

Whenever a bond is provided, a surety authorized to do business in the State of North Carolina and approved by the County shall execute it.

**Note: A performance/payment bond *IS NOT* required for this bid.**

**3.4 Design and/or Manufacturer Requirement:** Goods/materials are required to meet standards as indicated in the Invitation to Bid detailed specifications.

**3.5 Warranty Requirements:** At a minimum, the manufacturer's standard warranty shall be included in the bid price. Any extended warranty requirement shall be requested in the Invitation to Bid detailed specifications.

**3.6 Terms of Contract:** Contract will be based on the Cabarrus County standard Purchase Order form.

**3.7 Contract Type:**

(A) Definite Quantity

  X   (B) Indefinite Quantity

**3.8 County Award Criteria:** It is understood by the Bidder that the County reserves the right to reject any and all proposals; to make awards on any or all items according to the best interest of the County to waive formalities, technicalities and inequalities, to recover and offer again the Invitation to Bid.

**3.9 TRADE SECRETS:** This Invitation to Bid and all proposer responses are considered public information, except for trade secrets specifically identified in writing by the Proposer, which will be handled according to State Statute or other laws. Any section of the Proposer's response package that is deemed to be a trade secret by the Proposer shall be submitted in a separate envelope clearly marked "TRADE SECRET INFORMATION-DO NOT DISCLOSE."

# BID RESPONSE PACKAGE

## BID RESPONSE FORM

FROM: Name of Bidder: Asheville Food  
Street Address: 611 Brevard Rd  
Asheville NC 28806  
Phone #: (828) 253-2731  
Fed Tax ID #: 26-0224181

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY CABARRUS COUNTY FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF THE BID SPECIFICATIONS.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
-------------	--------------------	--------------

SEE ATTACHMENT "A"

SEE ATTACHMENT "B"

Estimated Time for Delivery 20-22 weeks  
(after receipt of order)

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

<u>ADDENDUM #</u>	<u>DATE</u>
_____	_____
_____	_____

I certify this bid complies with the General Specifications and conditions issued by the County except as clearly marked in the attached copy.

(Please print name) Jeff Williams

(Authorized Signature) 

(Please print title) Fleet Manager

(Date) \_\_\_\_\_

## BID RESPONSE PACKAGE

### BID CHECK LIST

**Bid Check List:** Confirm by placing a check mark in the space provided that as the bidder the information listed below has been reviewed and complied with in the submission of a response to this Invitation to Bid.

(A) N/A Bid bond provided, if required. (See Section 3.2)

(B)  Addendum's acknowledged. Please contact the Finance Office representative to verify the number of addendum's issued.

#### Addendum Receipt:

The following confirms receipt of any and all addenda issued for this Invitation to Bid:

Addendum # Date Issued

(C)  Bid document has been signed by authorized bidder official

(D)  Bid package has been properly labeled per the instructions. (See Section 1.4)

(E)  Bid Response Package including Forms and any related specification Check-off lists.

The signature below certifies the bid response complies with the requirements of this Invitation to Bid and that the above items A through E have been verified as complete.

04/16/2019  
Date

Jeffrey D. Williams  
Printed/Typed Name

  
Signature

## BID DOCUMENT CERTIFICATION

### 2020 Police Vehicles

The undersigned hereby certifies the bidder has read the terms of this bid document, and is authorized to bind the company to the information herein set forth.

Date: 04/10/2019

Ashville Ford

Name of Company

Jeff Williams / Fleet Manager

Printed Name and Title

  
Signature

## ATTACHMENT "A"

### (10) 2020 Utility Police Interceptor Vehicle Base Price Bid Sheet (Ford SUV-type vehicle)

- ✓500A---Equipment group
- ✓K8A---Utility Police Interceptor AWD
- ✓YZ---Oxford White
- ✓96--Cloth Front Buckets/Vinyl Rear
- ✓99B/44U---3.3L V6 Direct-Injection FFV AWD with 10-Speed Automatic Transmission
- ✓51R---LED Spot Lamp Driver Only
- ✓65L---18" Wheel covers
- ✓55F---Remote Keyless Entry Key Fob
- ✓17A---Aux Air Conditioning
- ✓17T---Cargo Dome Light
- ✓153---Front License Plate Bracket

Base Price per Vehicle: \$ 33,423<sup>00</sup>

Maximum time period for price guarantee (beyond 120 days): *Price is good for all orders placed on or before 09/30/2019.*

**ATTACHMENT "B"**

**(2) 2020 Utility Police Interceptor Vehicle Base Price Bid Sheet (Ford SUV-type vehicle)**

- ✓500A---Equipment Group
- ✓K8A---Utility Police Interceptor AWD
- ✓Z---Oxford White
- ✓65U---Interior Upgrade Package
- ✓99B/44U---3.3l V6 Direct-Injection FFV AWD with 10-Speed Automatic Transmission
- ✓65L---18" Wheel covers
- ✓55F---Remote Keyless Entry Key Fob
- 17A---Aux Air Conditioning
- ✓153---Front License Plate Bracket

Base Price per Vehicle: \$ 33,375<sup>00</sup>

Maximum time period for price guarantee (beyond 120 days): pricing good for all orders  
Placed on or before  
09/30/2019





Asheville Ford  
611 Brevard Rd., Asheville, North Carolina, 288062201  
Office: 828-253-2731  
Fax: 828-258-6012

*Patrol*

## Customer Proposal

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**Prepared for:**

Cabarrus County

**Prepared by:**

Jeffrey Williams  
Office: 828-253-2731

**Date:** 04/08/2019

**Vehicle:** 2020 Police Interceptor Utility Base  
AWD

**Quote ID:** 0408201901





**Asheville Ford**  
611 Brevard Rd., Asheville, North Carolina,  
288062201  
Office: 828-253-2731  
Fax: 828-258-6012

**2020 Police Interceptor Utility, Sport  
Utility**  
AWD Base(K8A)  
Price Level: 15 Quote ID: 0408201901

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**Asheville Ford**  
 611 Brevard Rd., Asheville, North Carolina,  
 288062201  
 Office: 828-253-2731  
 Fax: 828-258-6012

**2020 Police Interceptor Utility, Sport Utility**  
 AWD Base(K8A)  
 Price Level: 15 Quote ID: 0408201901

## Selected Options

Code	Description
<b>Base Vehicle</b>	
K8A	Base Vehicle Price (K8A)
<b>Packages</b>	
500A	<b>Order Code 500A</b> <i>Includes:</i> - 3.73 Axle Ratio - GVWR: TBD - Tires: 255/60R18 AS BSW - Wheels: 18" x 8" 5-Spoke Painted Black Steel - Includes center caps and full size spare - Unique HD Cloth Front Bucket Seats w/Vinyl Rear - Includes reduced bolsters, driver 6-way power track (fore/aft up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft with manual recline) and built-in steel intrusion plates in both front seatbacks. - Radio: AM/FM/MP3 Capable - Includes clock, 4 speakers and 4.2" color LCD screen center stack Smart Display.
<b>Powertrain</b>	
99B	<b>Engine: 3.3L V6 Direct-Injection (FFV)</b> <i>(136-MPH Top Speed) Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon.</i>
44U	<b>Transmission: 10-Speed Automatic (44U)</b>
STDAX	<b>3.73 Axle Ratio</b>
STDGV	<b>GVWR: TBD</b>
<b>Wheels &amp; Tires</b>	
STDTR	<b>Tires: 255/60R18 AS BSW</b>
STDWL	<b>Wheels: 18" x 8" 5-Spoke Painted Black Steel</b> <i>Includes center caps and full size spare.</i>
65L	<b>18" Full Face Wheel Covers</b>
<b>Seats &amp; Seat Trim</b>	
9	<b>Unique HD Cloth Front Bucket Seats w/Vinyl Rear</b> <i>Includes reduced bolsters, driver 6-way power track (fore/aft up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft with manual recline) and built-in steel intrusion plates in both front seatbacks.</i>
<b>Other Options</b>	
113WB	<b>113" Wheelbase</b>
PAINT	<b>Monotone Paint Application</b>
STDRD	<b>Radio: AM/FM/MP3 Capable</b>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Cabarrus County  
 By: Jeffrey Williams Date: 04/08/2019



**Asheville Ford**  
 611 Brevard Rd., Asheville, North Carolina,  
 288062201  
 Office: 828-253-2731  
 Fax: 828-258-6012

**2020 Police Interceptor Utility, Sport Utility**

AWD Base(K8A)  
 Price Level: 15 Quote ID: 0408201901

## Selected Options (cont'd)

Code	Description
	<i>Includes clock, 4 speakers and 4.2" color LCD screen center stack Smart Display.</i>
153	Front License Plate Bracket
17T	Switchable Red/White Lighting in Cargo Area <i>Deletes 3rd row overhead map light.</i>
51R	Driver Only LED Spot Lamp (Unity)
55F	Remote Keyless Entry Key Fob w/o Key Pad <i>Does not include PATS. Includes 4-key fobs. Key fobs are not fobbed alike when ordered with Keyed-Alike.</i>
17A	Aux Air Conditioning
<b>Emissions</b>	
425	50 State Emission System  Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles equipped with the 3.3L V6 Direct-Injection engine.
<b>Interior Colors</b>	
96_01	Charcoal Black
<b>Primary Colors</b>	
YZ_01	Oxford White

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Prepared for: Cabarrus County  
 By: Jeffrey Williams Date: 04/08/2019



Asheville Ford  
 611 Brevard Rd., Asheville, North Carolina,  
 288062201  
 Office: 828-253-2731  
 Fax: 828-258-6012

2020 Police Interceptor Utility, Sport  
 Utility  
 AWD Base(K8A)  
 Price Level: 15 Quote ID: 0408201901

## Pricing - Single Vehicle

		<b>MSRP</b>
<i>Vehicle Pricing</i>		\$39,535.00
<i>Pre-Tax Adjustments</i>		
<b>Code</b>	<b>Description</b>	
Fleet	Fleet Concession	-\$2,600.00
DISCOUNT	DEALER DISCOUNT	-\$3,512.00
<hr/> <b>Total</b>		<b>\$33,423.00</b>

\_\_\_\_\_  
 Customer Signature

\_\_\_\_\_  
 Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Cabarrus County  
 By: Jeffrey Williams Date: 04/08/2019



Asheville Ford  
611 Brevard Rd., Asheville, North Carolina, 288062201  
Office: 828-253-2731  
Fax: 828-258-6012

*Unmarked*

## Customer Proposal

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**Prepared for:**

Cabarrus County

**Prepared by:**

Jeffrey Williams  
Office: 828-253-2731

**Date:** 04/08/2019

**Vehicle:** 2020 Police Interceptor Utility Base  
AWD

**Quote ID:** 0408201902





**Asheville Ford**  
611 Brevard Rd., Asheville, North Carolina,  
288062201  
Office: 828-253-2731  
Fax: 828-258-6012

**2020 Police Interceptor Utility, Sport Utility**  
AWD Base(K8A)  
Price Level: 15 Quote ID: 0408201902

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**Asheville Ford**  
 611 Brevard Rd., Asheville, North Carolina,  
 288062201  
 Office: 828-253-2731  
 Fax: 828-258-6012

**2020 Police Interceptor Utility, Sport Utility**  
 AWD Base(K8A)  
 Price Level: 15 Quote ID: 0408201902

## Selected Options

Code	Description
<b>Base Vehicle</b>	
K8A	Base Vehicle Price (K8A)
<b>Packages</b>	
500A	<b>Order Code 500A</b> <i>Includes:</i> - 3.73 Axle Ratio - GVWR TBD - Tires: 255/60R18 AS BSW - Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes center caps and full size spare.</i> - Radio: AM/FM/MP3 Capable <i>Includes clock, 4 speakers and 4.2" color LCD screen center stack Smart Display</i>
<b>Powertrain</b>	
99B	<b>Engine: 3.3L V6 Direct-Injection (FFV)</b> <i>(136-MPH Top Speed) Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon</i>
44U	<b>Transmission: 10-Speed Automatic (44U)</b>
STDAX	<b>3.73 Axle Ratio</b>
STDGV	<b>GVWR: TBD</b>
<b>Wheels &amp; Tires</b>	
STDTR	<b>Tires: 255/60R18 AS BSW</b>
STDWL	<b>Wheels: 18" x 8" 5-Spoke Painted Black Steel</b> <i>Includes center caps and full size spare</i>
65L	<b>18" Full Face Wheel Covers</b>
<b>Seats &amp; Seat Trim</b>	
F	<b>Unique HD Cloth Front Bucket Seats w/Cloth Rear</b> <i>Includes reduced bolsters, driver 6-way power track (fore/aft, up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft, with manual recline) and built-in steel intrusion plates in both front seatbacks.</i>
<b>Other Options</b>	
113WB	<b>113" Wheelbase</b>
PAINT	<b>Monotone Paint Application</b>
STDRD	<b>Radio: AM/FM/MP3 Capable</b> <i>Includes clock, 4 speakers and 4.2" color LCD screen center stack Smart Display.</i>
65U	<b>Interior Upgrade Package</b>

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Prepared for: Cabarrus County  
 By: Jeffrey Williams Date: 04/08/2019





**Asheville Ford**  
 611 Brevard Rd., Asheville, North Carolina,  
 288062201  
 Office: 828-253-2731  
 Fax: 828-258-6012

**2020 Police Interceptor Utility, Sport Utility**

AWD Base(K8A)  
 Price Level: 15 Quote ID: 0408201902

## Selected Options (cont'd)

Code	Description
	<p><i>Includes:</i></p> <ul style="list-style-type: none"> <li>- 1st &amp; 2nd Row Carpet Floor Covering</li> <li>- Includes front and rear floor mats.</li> <li>- Unique HD Cloth Front Bucket Seats w/Cloth Rear</li> <li>- Includes reduced bolsters, driver 6-way power track (fore/aft, up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft, with manual recline) and built-in steel intrusion plates in both front seatbacks.</li> <li>- Center Floor Console Less Shifter</li> <li>- Includes unique police console finish plate and console top plate with 2 cup holders.</li> <li>- Front Console Plate Delete</li> <li>- SYNC 3 Communications &amp; Entertainment System</li> <li>- Includes enhanced voice recognition communications and entertainment system, 4.2" color LCD screen center-stack Smart Display, AppLink, 911 Assist. Note: SYNC AppLink lets you control some of your favorite compatible mobile apps with your voice. It is compatible with select smartphone platforms. Commands may vary by phone and AppLink software.</li> </ul>
153	<b>Front License Plate Bracket</b>
55F	<b>Remote Keyless Entry Key Fob w/o Key Pad</b>
	<i>Does not include PATS. Includes 4-key fobs. Key fobs are not fobbed alike when ordered with Keyed-Alike.</i>
16C	<b>1st &amp; 2nd Row Carpet Floor Covering</b>
	<i>Includes front and rear floor mats.</i>
85D	<b>Front Console Plate Delete</b>
17A	<b>Aux Air Conditioning</b>
<b>Emissions</b>	
425	<b>50 State Emission System</b>
	<b>Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles equipped with the 3.3L V6 Direct-Injection engine.</b>
<b>Interior Colors</b>	
F6_01	<b>Charcoal Black</b>
<b>Primary Colors</b>	
YZ_01	<b>Oxford White</b>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Cabarrus County  
 By: Jeffrey Williams Date: 04/08/2019



**Asheville Ford**  
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 288062201  
 Office: 828-253-2731  
 Fax: 828-258-6012

**2020 Police Interceptor Utility, Sport Utility**

AWD Base(K8A)  
 Price Level: 15 Quote ID: 0408201902

## Pricing - Single Vehicle

		<b>MSRP</b>
<i>Vehicle Pricing</i>		\$39,480.00
<i>Pre-Tax Adjustments</i>		
<b>Code</b>	<b>Description</b>	
Fleet	Fleet Concession	-\$2,600.00
DISCOUNT	DEALER DISCOUNT	-\$3,505.00
<b>Total</b>		<b>\$33,375.00</b>

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Cabarrus County  
 By: Jeffrey Williams Date: 04/08/2019

Original

2020 Explorer AWD

**CABARRUS COUNTY**

FINANCE OFFICE

65 CHURCH STREET, S.

PO BOX 707

CONCORD, NORTH CAROLINA 28026-0707

(704) 920-2888

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**Date:** April 4, 2019

**Subject:** Invitation to bid on the following apparatus, supplies, materials, equipment and/or services for

"2020 Police Vehicles"

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This letter extends an invitation for the submission of a bid to supply Cabarrus County with apparatus, supplies, materials, equipment and/or services as indicated above. Sealed bids for the above will be received at the office of the Cabarrus County Purchasing Agent, Finance Office, Cabarrus County Government Center, 2nd floor, 65 Church Street, S., Concord, North Carolina, up to **3:00 PM, April 15, 2019**, at which time they will be opened and publicly read. The public opening and reading will take place in the Board of Commissioners' Meeting Room, Government Center, 2nd Floor, 65 Church Street, S., Concord, NC **no later than 3:00 PM**, according to the clock on the Commissioner's Chamber room wall. Two (2) copies of your proposal response should be submitted in a sealed opaque envelope plainly marked with the description as follows: "2020 Police Vehicles ". Cabarrus County reserves the right to reject any and all bids and to waive minor formalities.

Instructions for the preparation and submission of a bid are contained in the attached packet. Please note that specific forms for submission of a bid are required. Bids must be typed or printed in ink. If you do not desire to offer a bid, please return this package and so indicate by a signature in the space provided on the Bid Response Form, included in this Invitation to Bid document. Otherwise, your name may be removed from our list of potential bidders to whom invitations to bid are forwarded.

The Finance Office, in writing, as an addendum shall issue any approved changes to the conditions and specifications as presented in this invitation to bid to this document. When an addendum is issued, the bid opening date may be extended at the discretion of Cabarrus County. **Any bid submitted which does not acknowledge receipt of an issued addendum will not be considered.** This receipt can be noted in the space provided on the Bid Response Form included in this Invitation to Bid document.

**Invitation to Bid****Page 2**

Cabarrus County has an equal opportunity purchasing policy and seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. Cabarrus County encourages utilization of minority and women-owned business enterprises in our procurement activities. Cabarrus County provides equal opportunity for all businesses and does not discriminate against any bidder regardless of race, color, religion, age, sex, national origin or disability. A Minority Business Enterprise (MBE) is defined as a business, owned (51% minimum) and controlled by a person of African-American (BBE), Asian-American (ABE), Native-American (NBE), or Hispanic (HBE) descent. A Woman-Owned Business is one owned (51% minimum) and controlled by a non-minority woman (WBE).

A response from your firm to this invitation to bid would be appreciated. Questions should be directed to me at (704) 920-2888 or [tcnunn@cabarruscounty.us](mailto:tcnunn@cabarruscounty.us).

Sincerely,

Thomas Nunn

Contract and Risk Coordinator

cc: File

## INSTRUCTIONS TO BIDDERS

**1.1 Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a bid to supply Cabarrus County with apparatus, supplies, material and equipment, and/or services as listed above. Section 143-129, et, governs some bids. Seq. of the North Carolina General Statutes.

**1.2 Definitions:**

(A) Bidder: The term bidder is used to encompass the party seeking to have or having a contract with Cabarrus County.

(B) County: This term is defined as Cabarrus County local government.

**1.3 How to Prepare Bid Responses:** All bid proposals shall be:

(A) Prepared and submitted on the forms enclosed herewith, unless otherwise prescribed.

(B) Submit two (2) copies of your proposal response.

(C) Typewritten or completed in ink, signed by the bidder or the bidding firms Authorized representative, with all erasures or corrections initialed and dated by the bidder's authorized representative signing of the Bid Response Form.

(D) Prior to completion of the bid forms and submittal of a bid, bidders are encouraged to carefully review all provisions contained in this Invitation to Bid document along with any attachments and addendums issued.

(E) Each bid constitutes an offer and may not be withdrawn except as provided herein. Bid prices are to remain firm for the period stated in the Invitation to Bid specifications.

**1.4 How to Submit Bid Responses:** All bid responses shall be:

(A) Submitted in a sealed opaque envelope with the following information written on the outside of that envelope.

(1) The bidders company name

(2) Identification of the equipment, supply and/or service for which the bid is submitted as indicated at the top of the cover letter to the Invitation to bid document.

(B) Mailed or delivered to the address shown below for receipt by the County on or before time specified in cover letter.

**Mailing Address:**

Cabarrus County – County Manager’s Office

Attn: Tom Nunn

PO Box 707

Concord, NC 28026-0707

**Hand Delivery Address:**

Cabarrus County – County Manager’s Office Attn: Tom Nunn  
Cabarrus County Government Center, 2nd Floor  
65 Church Street, SE Concord, NC 28025

(C) Bids not received by the time and date specified in the first paragraph of the letter of invitation will not be opened or considered, unless the delay is a result of the negligence of the County, its agents, or assigns.

**1.5 How to Submit an Objection:** Objections from bidders to the invitation to bid and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner.

- (A) When a pre-bid conference is scheduled, bidders should present their objection at that time, in writing.
- (B) When a pre-bid conference is not scheduled, bidders should object in writing at least five (5) days prior to the opening of the bid.
- (C) The objection contemplated must pertain both to form and substance of the Invitation to Bid document. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the bidder to protest the solicitation.

**1.6 Failure to Bid:** If a bidder does not desire to offer a bid, bidder should return the Invitation to Bid package and indicate such response by a signature in the space provided on the Bid Response Form. If possible, a reason for not offering a bid should be indicated and whether the bidder desires their company’s name be retained or removed from the County list for vendors to receive future Invitation to Bid documents.

**1.7 Errors in Bids:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidders own risk.

**1.8 Standards for Acceptance of Bid for Award Contract:** The County reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the County. The award shall be made to the lowest responsible bidder taking into consideration, quality, performance and the time specified in the proposals for the performance of the contract. Where the contract is for a service, the award may be made to the responsible bidder or bidders that best meet the needs and interests of the County.

**1.9 Compliance with Laws:** The bidder shall obtain and maintain all licenses, permits, liability insurance, workers compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between

the bidder and the County. Any such requirement specifically set forth in any contract document between the bidder and the County shall be supplementary to this section and not in substitution thereof.

**1.10 CONTRACT INSTRUCTIONS (\*FOR SUCCESSFUL BIDDER ONLY\*)**

**Upon notification of award**, contractor and Cabarrus County must execute a contract. Proper execution will expedite processing of the contracts. Listed below are procedures for completing a contract.

- 1 Signed by President or Vice President
- 2 Attested by Secretary
- 3 Affix corporate seal on Contract
- 4 If the contract is executed by persons other than the President of Vice President and Secretary of the Company, authorization for such signatures as designated by the Board of Directors will be required and attached to the contract.
- 5 Furnish all required Insurance Certificates called for.
- 6 Furnish all bonds as called for.

Please return all copies of the contract to the following address:

**CONTRACT REFERENCE:**

**2020 Police Vehicles** (this contract will take the form of a Purchase Order)

**Cabarrus County – Finance Office**

**Attn: Tom Nunn**

**65 Church Street, S., PO Box 707**

**Concord, NC 28026-0707**

A fully executed copy can be returned to you for your records.



## GENERAL CONDITIONS

**2.1 Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of the County representative about the error or omission. The intent of this Invitation to Bid is to solicit bids on common commercially available items rather than restrictive specifications. Any manufacturer's reference used in describing an item is merely descriptive, and not restrictive unless otherwise noted, and is used only to indicate type and quality of material. Offers' are required to state exactly what they intend to furnish. The term "Or Equal", if used, identifies a commercially produced item which has all the essential performance characteristics of the Brand Name stated in the item description. Bids/proposals submitted on an OR EQUAL item must identify the Brand Name and Model Number offered. Offered material must be new and unused unless otherwise specified in the solicitation. Remanufactured or reconditioned does not qualify as new.

**2.2 Delivery Point:** Unless otherwise stated, all items shall be quoted and delivered

F.O.B. destination (i.e. at a specific Cabarrus County address), and delivery cost and charges (if any) shall be included in bid price.

**2.3 Delivery Time:** When delivery time is requested in invitation documents, time shall be of the essence; therefore, the bid shall include the delivery date. In some instances, the County may specify only a maximum number of days for delivery.

**2.4 Preparation for Delivery:**

(A) **Packing:** Packing shall be in accordance with acceptable commercial practices for domestic shipments, unless otherwise stated in the Invitation to Bid or as revised and included in writing in the contract with the County or on the purchase order. The bidder shall make shipments using the minimum number of containers consistent with the requirements of safe transit, available mode of transportation routing. It shall be the bidder's responsibilities to determine the packing is done adequately to assure all the materials arrive at the correct destination in an undamaged condition ready for their intended use.

(B) **Marking:** All cartons shall be clearly identified with the name of the County department making the purchase. Packing lists must be affixed to each carton showing their contents or included inside the carton. If more than one carton is shipped, each carton is to be numbered giving the number of that carton in relation to the total number of cartons shipped in response to the order, i.e. 1 of 4, 2 of 4, etc.

(C) **Shipping:** The bidder shall follow shipping instructions as stated in the Invitation to Bid, on the purchase order or as written in the contract.

**2.5 Multiple/Alternate Bids:** No bidder shall submit more than one bid unless requested by the County in the Invitation to Bid. Any multiple bids must be brought to the County representative's attention in writing at least five (5) days prior to the opening of the bid.



**2.6 Contract types:**

(A) **Definite Quantity:** A definite quantity contract is a fixed-price contract that provides for delivery of a specified quantity of supplies or services either at specified times or when ordered.

(B) **Indefinite Quantity:** An indefinite quantity contract is a contract for an indefinite amount of supplies or services to be furnished at specified times, or as ordered, that establishes unit prices of a fixed-price type. Generally, an approximate quantity or the best information available as to quantity is stated in the Invitation to Bid. The contract may provide a minimum quantity the County is obligated to order and may also provide for a maximum quantity provision that limits the County obligation to order.

**Note: This is an INDEFINITE Quantity contract.**

**2.7 Prices to be Firm:** Bidder warrants the bid price(s), terms and conditions quoted in their bid shall be firm for acceptance by the County for a minimum period of one hundred twenty (120) days from the bid receipt deadline. Do not include taxes in bid figures. The County pays sales tax which should be added to invoices. The County is exempt from Federal Excise Tax and will issue a Federal Exemption Certificate, if necessary.

**2.8 Description of Material:** Proposals for materials, supplies, vehicles, and/or equipment must be accompanied by accurate descriptions of the exact materials, supplies, vehicles, and/or equipment on which a bid(s) is made. When specified in the Invitation to Bid, copies of detailed factory specifications, ratings, technical data, etc. may be required for submittal along with the bidder's response package.

**2.9 Completeness:** All information required by Request for Bid must be completed and submitted to constitute a proper bid.

**2.10 Quality:** All components used to manufacture or construct any supplies, materials or equipment covered in this Invitation to Bid shall be new (unless otherwise specified), the latest model, of the best quality and highest grade workmanship. Vehicles and/or equipment shall be equipped with such necessary equipment complying with the North Carolina law, but not including licensing. Materials must comply with all applicable Federal and State OSHA requirements in affect at the time this Invitation to Bid is issued.

**2.11 Acceptance of Goods/Services:** Goods delivered under this Invitation to Bid shall remain the property of the successful bidder until a physical inspection and actual usage of this material and/or services is made and therefore accepted to the satisfaction of the County. IN THE EVENT THE GOODS SUPPLIED TO THE COUNTY ARE FOUND TO BE

DEFECTIVE OR DO NOT CONFORM TO SPECIFICATIONS, THE COUNTY RESERVES THE RIGHT TO CANCEL THE ORDER AND RETURN THE PRODUCT TO THE SUCCESSFUL BIDDER AT THE SUCCESSFUL BIDDERS EXPENSE INVOKING THE PROVISIONS OF SECTION 2.14. One failed sample from each order would be considered representative of the entire order and the entire order would be returned. In the event the services rendered do not conform to the specifications in the Invitation to Bid, the County reserves the right to cancel the written notice to the successful bidder.

**2.12 Plant and Facility Inspection:** The County may require the bidder to make their plant and/or facilities available for inspection or may require the bidder to provide additional information concerning their ability to perform in compliance with the requirements of this Invitation to Bid. Failure to comply with this requirement may be cause for rejection of the bidder's response.

**2.13 Guarantee:** Unless otherwise specified by the County, the bidder unconditionally guarantees the materials and workmanship on all material and/or services. If, within the guarantee period any defects occur due to faulty material and/or services, the bidder at their expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the County. These repairs, replacements or adjustments shall be made only at such time as will be designated by the County to ensure the least impact to the operation of County business.

**2.14 NO PUBLICITY OR STATEMENTS TO THE PRESS:** No advertising, sales promotion or other materials of the Consultant or its agents or representatives may identify or reference this Agreement or the County in any manner absent the County's prior written consent. As a condition of entering into this Agreement, the Bidder further agrees to refrain from the following absent the County's prior written approval: (i) making any statement to the media regarding the subject matter of this Agreement or the County's position on any issue relating to this Agreement; or (ii) making any statement to the media on any issue which is in the County's judgment likely to cause the Bidder or County staff to be viewed as anything other than neutral with respect to the subject matter of this Agreement, or cast doubt on the competence or integrity of the Bidder. Failure to comply with this Section by the Bidder shall constitute a material breach and, without limiting any other remedies the County may have, shall entitle the County to terminate this Agreement for default.

**2.15 Brand Name:** If and whenever brand names, makes, names of manufacturers, trade names, bidder catalogs or model numbers are stated, they are for the purpose of establishing a grade or quality of material. The County may accept any approved equal as defined in Section 2.16.

**2.16 OR EQUAL Interpretation:** It is the bidder's responsibility to prove to the County that each bid item is equal to the grade or quality of material specified.

**2.17 Default Provision:** The contract resulting from this Invitation to Bid may be canceled or annulled by the County in whole or in part by written notice of default to the bidder upon nonperformance or violation of contract terms. Goods and/or services may then be purchased on the open market and, the defaulting successful bidder (or his surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices. The successful bidder shall continue their performance under this contract to the extent any part is not terminated under the provisions of this clause.

**2.18 Patent Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify the County and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters patent of the United States arising out of the performance of the contract resulting from this Invitation to Bid or out of the use or disposal by or for the account of the County supplies furnished or construction work performed hereunder

**2.19 Certification of Independent Price Determination:** By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and

(2) Unless otherwise required by law, the bidder has not knowingly disclosed the prices, which have been quoted in this bid directly or indirectly to any other bidder or to any competition prior to the opening of the bid.

(3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

**2.20 Award of Contract:** A contract, if awarded, shall be awarded to the lowest responsible bidder taking into consideration quality, performance and the execution time specified in the Invitation to Bid. The County alone shall make such determination.

**2.21 Qualified Bidder:** A Qualified Bidder is defined for purposes of this Invitation to Bid as a party who meets, or by the bid opening deadline can meet, all requirements for licensing, insurance and service contained within this Invitation to Bid.

**2.22 Compliance with Specifications-Terms and Conditions:** The Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Bidder's proposal, Addendum and/or any other pertinent document forms constitute a response to this Invitation to Bid and by reference are made a part hereof.

**2.23 Signed Bid:** The signed bid shall be considered an offer on the part of the bidder.

It shall be deemed accepted upon approval by the Board of Commissioners of Cabarrus County, the County Manager or their designee. In case of default on the part of the bidder after such acceptance, the County may take such action, as it deems appropriate including legal action for damages.

**2.24 Notice to Proceed:** The successful bidder shall not commence work under this Invitation to Bid until duly notified by receipt of an executed contract from the County. If the successful bidder does commence work prior to receiving official notification, that action is taken at the successful bidder's risk.

### SPECIAL CONDITIONS

**3.1 Price Change:** Preference shall be given to the bidder submitting the lowest price meeting specifications as their bid. Should it be found to be in the best interest of the County to accept a bid with an escalation clause, the following shall apply:

4.1a The bid price shall be initially accepted for a specific contract term. Upon written receipt from bidder to the County of documented materials and labor price increases impacting bidder's cost for such items, the County may approve an escalation in the bid price for a revised specific contract term. If the bidder is submitting an escalation clause in their bid, it shall be so indicated with specifics of the clause, on the detailed price proposal page in the detailed specifications in the Invitation to Bid.

4.1b This written request to support any proposed increases must be submitted to the Finance Office representative not less than sixty (60) days prior to the effective date of any such requested price increase.

4.1c Any adjustment allowed shall consist of bona fide material/service cost increases, which may be passed on to the consumer.

4.1d No adjustment shall be made to compensate a bidder for inefficiency in operation or for additional profit.

**3.2 Bid Bonds:** If the total price of apparatus, supplies, material or equipment is \$100,000 or more, the bidder may be required to post a bid bond, cash, cashier's check, or certified check drawn on a bank or trust company insured by the Federal Deposit Insurance Corporation and made payable to the County in the amount of not less than 5% of the bid price.

**NOTE: A Bid bond IS NOT required for this bid.**

**3.3 Performance/Payment Bonds:** Each bidder may be required to post a payment/ performance bond, governmental securities, certified check or money order payable to the County in the amount of 100% of the bid price if awarded the contract. Such bond(s) are due prior to contract execution as a guarantee of the faithful performance of the terms of the contract and payment of all sums due for labor and materials per the contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to subcontractors.

Whenever a bond is provided, a surety authorized to do business in the State of North Carolina and approved by the County shall execute it.

**Note: A performance/payment bond IS NOT required for this bid.**

**3.4 Design and/or Manufacturer Requirement:** Goods/materials are required to meet standards as indicated in the Invitation to Bid detailed specifications.

**3.5 Warranty Requirements:** At a minimum, the manufacturer's standard warranty shall be included in the bid price. Any extended warranty requirement shall be requested in the Invitation to Bid detailed specifications.

**3.6 Terms of Contract:** Contract will be based on the Cabarrus County standard Purchase Order form.

**3.7 Contract Type:**

(A) Definite Quantity

  X   (B) Indefinite Quantity

**3.8 County Award Criteria:** It is understood by the Bidder that the County reserves the right to reject any and all proposals; to make awards on any or all items according to the best interest of the County to waive formalities, technicalities and inequalities, to recover and offer again the Invitation to Bid.

**3.9 TRADE SECRETS:** This Invitation to Bid and all proposer responses are considered public information, except for trade secrets specifically identified in writing by the Proposer, which will be handled according to State Statute or other laws. Any section of the Proposer's response package that is deemed to be a trade secret by the Proposer shall be submitted in a separate envelope clearly marked "TRADE SECRET INFORMATION-DO NOT DISCLOSE."

### BID RESPONSE PACKAGE

#### BID RESPONSE FORM

FROM: Name of Bidder: Worldwide Ford Sales  
 Street Address: 1520 N. Main Street  
Marion, VA 24354  
 Phone #: (276) 783-6981  
 Fed Tax ID #: 81-3313434

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY CABARRUS COUNTY FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF THE BID SPECIFICATIONS.

ITEM	DESCRIPTION	PRICE
2020	Explorer	33,905. <sup>00</sup> per Unit
	SEE ATTACHMENT "A"	
	SEE ATTACHMENT "B"	
202	Explorer	33,856. <sup>00</sup> per Unit

Estimated Time for Delivery August or September  
 (after receipt of order)

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM #	DATE
_____	_____
_____	_____

I certify this bid complies with the General Specifications and conditions issued by the County except as clearly marked in the attached copy.

(Please print name) Todd Love  
 (Authorized Signature) Todd Love  
 (Please print title) Fleet Manager

(Date) 4/11/14 Worldwide Ford Sales

**BID RESPONSE PACKAGE**

**BID CHECK LIST**

**Bid Check List:** Confirm by placing a check mark in the space provided that as the bidder the information listed below has been reviewed and complied with in the submission of a response to this Invitation to Bid.

(A) N/A Bid bond provided, if required. (See Section 3.2)

(B)  Addendum's acknowledged. Please contact the Finance Office representative to verify the number of addendum's issued.

**Addendum Receipt:**

The following confirms receipt of any and all addenda issued for this Invitation to Bid:

Addendum # Date Issued

(C)  Bid document has been signed by authorized bidder official

(D)  Bid package has been properly labeled per the instructions. (See Section 1.4)

(E)  Bid Response Package including Forms and any related specification Check-off lists.

The signature below certifies the bid response complies with the requirements of this Invitation to Bid and that the above items A through E have been verified as complete.

4/11/14  
Date

Todd Love  
Printed/Typed Name

  
Signature

### BID DOCUMENT CERTIFICATION

#### 2020 Police Vehicles

The undersigned hereby certifies the bidder has read the terms of this bid document, and is authorized to bind the company to the information herein set forth.

Date: 4/11/19

Worldwide Ford Sales

Name of Company

Todd Love / Fleet Manager

Printed Name and Title

Todd Love

Signature



**ATTACHMENT "A"****(10) 2020 Utility Police Interceptor Vehicle Base Price Bid Sheet (Ford SUV-type vehicle)**

500A---Equipment group

K8A---Utility Police Interceptor AWD

YZ---Oxford White

96--Cloth Front Buckets/Vinyl Rear

99B/44U---3.3L V6 Direct-Injection FFV AWD with 10-Speed Automatic Transmission

51R---LED Spot Lamp Driver Only

65L---18" Wheel covers

55F---Remote Keyless Entry Key Fob

17A---Aux Air Conditioning

17T---Cargo Dome Light

153---Front License Plate Bracket

Base Price per Vehicle: \$ 33,905.<sup>00</sup>Maximum time period for price guarantee (beyond 120 days): 3-6 months

ATTACHMENT "B"

(2) 2020 Utility Police Interceptor Vehicle Base Price Bid Sheet (Ford SUV-type vehicle)

500A---Equipment Group

K8A---Utility Police Interceptor AWD

YZ---Oxford White

65U---Interior Upgrade Package

99B/44U---3.3l V6 Direct-Injection FFV AWD with 10-Speed Automatic Transmission

65L---18" Wheel covers

55F---Remote Keyless Entry Key Fob

17A---Aux Air Conditioning

153---Front License Plate Bracket

Base Price per Vehicle: \$ 33,856.<sup>00</sup>

Maximum time period for price guarantee (beyond 120 days): 3-6 months

Att. A

VIRTCDP



CNGP530

VEHICLE ORDER CONFIRMATION

04/11/19 14:30:45

==>

Dealer: F47494

2020 EXPLORER 4-DOOR

Page: 1 of 1

Order No: C001 Priority: G4 Ord FIN: QC794 Order Type: 5B Price Level: 020

Ord Code: 500A Cust/Flt Name: CABARRUS CO PO Number:

		RETAIL			RETAIL
K8A	4DR AWD POLICE	\$40615		FLEX-FUEL	
	.119" WHEELBASE		153	FRT LICENSE BKT	NC
YZ	OXFORD WHITE			SP DLR ACCT ADJ	
9	CLTH BKTS/VNL R			SP FLT ACCT CR	
6	EBONY			FUEL CHARGE	
500A	EQUIP GRP		B4A	NET INV FLT OPT	NC
	.AM/FM STEREO			DEST AND DELIV	1095
99B	3.3L V6 TI-VCT	(3530)	TOTAL	BASE AND OPTIONS	39635
44U	10SPD AUTO TRAN	NC	TOTAL		39635
17A	AUX CLIMATE CTL	610	*THIS IS NOT AN INVOICE*		
17T	CARGO DOME LAMP	50			
425	50 STATE EMISS	NC			
51R	DRV LED SPT LMP	395			
55F	KEYLESS - 4 FOB	340			
65L	18" WHEEL COVER	60			

F1=Help                                    F2=Return to Order                                    F3/F12=Veh Ord Menu  
 F4=Submit                                    F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC07733

V1DP0234

2,6

2020 Explorer 4 Door AWD

Your price: 33,905.00 per Unit  
(10 units)

AH. B

VIRTC1DP 

CNGP530 VEHICLE ORDER CONFIRMATION 04/11/19 14:33:51  
==> Dealer: F47494

2020 EXPLORER 4-DOOR Page: 1 of 1

Order No: C001 Priority: 64 Ord FIN: QC794 Order Type: 5B Price Level: 020  
Ord Code: 500A Cust/Flt Name: CABARRUS CO PO Number:

	RETAIL		RETAIL
K8A 4DR AWD POLICE	\$40615	85D FRT CNSL MT DEL	NC
.119" WHEELBASE		FLEX-FUEL	
YZ OXFORD WHITE		153 FRT LICENSE BKT	NC
F CLTH BUCKETS/RR	NC	SP DLR ACCT ADJ	
6 EBONY		SP FLT ACCT CR	
500A EQUIP GRP		FUEL CHARGE	
99B 3.3L V6 TI-VCT (3530)		B4A NET INV FLT OPT	NC
44U 10SPD AUTO TRAN	NC	DEST AND DELIV	1095
17A AUX CLIMATE CTL	610	TOTAL BASE AND OPTIONS	39580
425 50 STATE EMISS	NC	TOTAL	39580
55F KEYLESS - 4 FOB	340	*THIS IS NOT AN INVOICE*	
65L 18" WHEEL COVER	60		
65U INT UPGRADE PKG	390		
.CARPET FLR COV			
.SYNC 3			

F1=Help F2=Return to Order F3/F12=Veh Ord Menu  
F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT QC07733

V1DP0234 2,6

2020 Explorer 4 Door AWD  
Your Price: 33,856.<sup>00</sup> per Unit  
(2 units)

**CABARRUS COUNTY**

**FINANCE OFFICE**

**65 CHURCH STREET, S.**

**PO BOX 707**

**CONCORD, NORTH CAROLINA 28026-0707**

**(704) 920-2888**

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**Date:** April 4, 2019

**Subject:** Invitation to bid on the following apparatus, supplies, materials, equipment and/or services for

**"2020 Police Vehicles"**

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This letter extends an invitation for the submission of a bid to supply Cabarrus County with apparatus, supplies, materials, equipment and/or services as indicated above. Sealed bids for the above will be received at the office of the Cabarrus County Purchasing Agent, Finance Office, Cabarrus County Government Center, 2nd floor, 65 Church Street, S., Concord, North Carolina, up to **3:00 PM, April 15, 2019**, at which time they will be opened and publicly read. The public opening and reading will take place in the Board of Commissioners' Meeting Room, Government Center, 2nd Floor, 65 Church Street, S., Concord, NC **no later than 3:00 PM**, according to the clock on the Commissioner's Chamber room wall. Two (2) copies of your proposal response should be submitted in a sealed opaque envelope plainly marked with the description as follows: **"2020 Police Vehicles"**. Cabarrus County reserves the right to reject any and all bids and to waive minor formalities.

Instructions for the preparation and submission of a bid are contained in the attached packet. Please note that specific forms for submission of a bid are required. Bids must be typed or printed in ink. If you do not desire to offer a bid, please return this package and so indicate by a signature in the space provided on the Bid Response Form, included in this Invitation to Bid document. Otherwise, your name may be removed from our list of potential bidders to whom invitations to bid are forwarded.

The Finance Office, in writing, as an addendum shall issue any approved changes to the conditions and specifications as presented in this invitation to bid to this document. When an addendum is issued, the bid opening date may be extended at the discretion of Cabarrus County. **Any bid submitted which does not acknowledge receipt of an issued addendum will not be considered.** This receipt can be noted in the space provided on the Bid Response Form included in this Invitation to Bid document.

**Invitation to Bid**

**Page 2**

Cabarrus County has an equal opportunity purchasing policy and seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. Cabarrus County encourages utilization of minority and women-owned business enterprises in our procurement activities. Cabarrus County provides equal opportunity for all businesses and does not discriminate against any bidder regardless of race, color, religion, age, sex, national origin or disability. A Minority Business Enterprise (MBE) is defined as a business, owned (51% minimum) and controlled by a person of African-American (BBE), Asian-American (ABE), Native-American (NBE), or Hispanic (HBE) descent. A Woman-Owned Business is one owned (51% minimum) and controlled by a non-minority woman (WBE).

A response from your firm to this invitation to bid would be appreciated. Questions should be directed to me at (704) 920-2888 or [tcnunn@cabarruscounty.us](mailto:tcnunn@cabarruscounty.us).

Sincerely,

Thomas Nunn

Contract and Risk Coordinator

cc: File

## **INSTRUCTIONS TO BIDDERS**

**1.1 Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a bid to supply Cabarrus County with apparatus, supplies, material and equipment, and/or services as listed above. Section 143-129, et, governs some bids. Seq. of the North Carolina General Statutes.

**1.2 Definitions:**

(A) Bidder: The term bidder is used to encompass the party seeking to have or having a contract with Cabarrus County.

(B) County: This term is defined as Cabarrus County local government.

**1.3 How to Prepare Bid Responses:** All bid proposals shall be:

(A) Prepared and submitted on the forms enclosed herewith, unless otherwise prescribed.

(B) Submit two (2) copies of your proposal response.

(C) Typewritten or completed in ink, signed by the bidder or the bidding firms Authorized representative, with all erasures or corrections initialed and dated by the bidder's authorized representative signing of the Bid Response Form.

(D) Prior to completion of the bid forms and submittal of a bid, bidders are encouraged to carefully review all provisions contained in this Invitation to Bid document along with any attachments and addendums issued.

(E) Each bid constitutes an offer and may not be withdrawn except as provided herein. Bid prices are to remain firm for the period stated in the Invitation to Bid specifications.

**1.4 How to Submit Bid Responses:** All bid responses shall be:

(A) Submitted in a sealed opaque envelope with the following information written on the outside of that envelope.

(1) The bidders company name

(2) Identification of the equipment, supply and/or service for which the bid is submitted as indicated at the top of the cover letter to the Invitation to bid document.

(B) Mailed or delivered to the address shown below for receipt by the County on or before time specified in cover letter.

**Mailing Address:**

Cabarrus County – County Manager’s Office

Attn: Tom Nunn

PO Box 707

Concord, NC 28026-0707

**Hand Delivery Address:**

Cabarrus County – County Manager’s Office Attn: Tom Nunn  
Cabarrus County Government Center, 2nd Floor  
65 Church Street, SE Concord, NC 28025

(C) Bids not received by the time and date specified in the first paragraph of the letter of invitation will not be opened or considered, unless the delay is a result of the negligence of the County, its agents, or assigns.

**1.5 How to Submit an Objection:** Objections from bidders to the invitation to bid and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner.

(A) When a pre-bid conference is scheduled, bidders should present their objection at that time, in writing.

(B) When a pre-bid conference is not scheduled, bidders should object in writing at least five (5) days prior to the opening of the bid.

(C) The objection contemplated must pertain both to form and substance of the Invitation to Bid document. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the bidder to protest the solicitation.

**1.6 Failure to Bid:** If a bidder does not desire to offer a bid, bidder should return the Invitation to Bid package and indicate such response by a signature in the space provided on the Bid Response Form. If possible, a reason for not offering a bid should be indicated and whether the bidder desires their company's name be retained or removed from the County list for vendors to receive future Invitation to Bid documents.

**1.7 Errors in Bids:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidders own risk.

**1.8 Standards for Acceptance of Bid for Award Contract:** The County reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the County. The award shall be made to the lowest responsible bidder taking into consideration, quality, performance and the time specified in the proposals for the performance of the contract. Where the contract is for a service, the award may be made to the responsible bidder or bidders that best meet the needs and interests of the County.

**1.9 Compliance with Laws:** The bidder shall obtain and maintain all licenses, permits, liability insurance, workers compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between



the bidder and the County. Any such requirement specifically set forth in any contract document between the bidder and the County shall be supplementary to this section and not in substitution thereof.

**1.10 CONTRACT INSTRUCTIONS (\*FOR SUCCESSFUL BIDDER ONLY\*)**

**Upon notification of award**, contractor and Cabarrus County must execute a contract. Proper execution will expedite processing of the contracts. Listed below are procedures for completing a contract.

- 1 Signed by President or Vice President
- 2 Attested by Secretary
- 3 Affix corporate seal on Contract
- 4 If the contract is executed by persons other than the President or Vice President and Secretary of the Company, authorization for such signatures as designated by the Board of Directors will be required and attached to the contract.
- 5 Furnish all required Insurance Certificates called for.
- 6 Furnish all bonds as called for.

Please return all copies of the contract to the following address:

**CONTRACT REFERENCE:**

**2020 Police Vehicles** (this contract will take the form of a Purchase Order)

**Cabarrus County – Finance Office**

**Attn: Tom Nunn**

**65 Church Street, S., PO Box 707**

**Concord, NC 28026-0707**

A fully executed copy can be returned to you for your records.

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## GENERAL CONDITIONS

**2.1 Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of the County representative about the error or omission. The intent of this Invitation to Bid is to solicit bids on common commercially available items rather than restrictive specifications. Any manufacturer's reference used in describing an item is merely descriptive, and not restrictive unless otherwise noted, and is used only to indicate type and quality of material. Offers' are required to state exactly what they intend to furnish. The term "Or Equal", if used, identifies a commercially produced item which has all the essential performance characteristics of the Brand Name stated in the item description. Bids/proposals submitted on an OR EQUAL item must identify the Brand Name and Model Number offered. Offered material must be new and unused unless otherwise specified in the solicitation. Remanufactured or reconditioned does not qualify as new.

**2.2 Delivery Point:** Unless otherwise stated, all items shall be quoted and delivered

F.O.B. destination (i.e. at a specific Cabarrus County address), and delivery cost and charges (if any) shall be included in bid price.

**2.3 Delivery Time:** When delivery time is requested in invitation documents, time shall be of the essence; therefore, the bid shall include the delivery date. In some instances, the County may specify only a maximum number of days for delivery.

**2.4 Preparation for Delivery:**

(A) **Packing:** Packing shall be in accordance with acceptable commercial practices for domestic shipments, unless otherwise stated in the Invitation to Bid or as revised and included in writing in the contract with the County or on the purchase order. The bidder shall make shipments using the minimum number of containers consistent with the requirements of safe transit, available mode of transportation routing. It shall be the bidder's responsibilities to determine the packing is done adequately to assure all the materials arrive at the correct destination in an undamaged condition ready for their intended use.

(B) **Marking:** All cartons shall be clearly identified with the name of the County department making the purchase. Packing lists must be affixed to each carton showing their contents or included inside the carton. If more than one carton is shipped, each carton is to be numbered giving the number of that carton in relation to the total number of cartons shipped in response to the order, i.e. 1 of 4, 2 of 4, etc.

(C) **Shipping:** The bidder shall follow shipping instructions as stated in the Invitation to Bid, on the purchase order or as written in the contract.

**2.5 Multiple/Alternate Bids:** No bidder shall submit more than one bid unless requested by the County in the Invitation to Bid. Any multiple bids must be brought to the County representative's attention in writing at least five (5) days prior to the opening of the bid.

## 2.6 Contract types:

(A) **Definite Quantity:** A definite quantity contract is a fixed-price contract that provides for delivery of a specified quantity of supplies or services either at specified times or when ordered.

(B) **Indefinite Quantity:** An indefinite quantity contract is a contract for an indefinite amount of supplies or services to be furnished at specified times, or as ordered, that establishes unit prices of a fixed-price type. Generally, an approximate quantity or the best information available as to quantity is stated in the Invitation to Bid. The contract may provide a minimum quantity the County is obligated to order and may also provide for a maximum quantity provision that limits the County obligation to order.

**Note: This is an INDEFINITE Quantity contract.**

**2.7 Prices to be Firm:** Bidder warrants the bid price(s), terms and conditions quoted in their bid shall be firm for acceptance by the County for a minimum period of one hundred twenty (120) days from the bid receipt deadline. Do not include taxes in bid figures. The County pays sales tax which should be added to invoices. The County is exempt from Federal Excise Tax and will issue a Federal Exemption Certificate, if necessary.

**2.8 Description of Material:** Proposals for materials, supplies, vehicles, and/or equipment must be accompanied by accurate descriptions of the exact materials, supplies, vehicles, and/or equipment on which a bid(s) is made. When specified in the Invitation to Bid, copies of detailed factory specifications, ratings, technical data, etc. may be required for submittal along with the bidder's response package.

**2.9 Completeness:** All information required by Request for Bid must be completed and submitted to constitute a proper bid.

**2.10 Quality:** All components used to manufacture or construct any supplies, materials or equipment covered in this Invitation to Bid shall be new (unless otherwise specified), the latest model, of the best quality and highest grade workmanship. Vehicles and/or equipment shall be equipped with such necessary equipment complying with the North Carolina law, but not including licensing. Materials must comply with all applicable Federal and State OSHA requirements in affect at the time this Invitation to Bid is issued.

**2.11 Acceptance of Goods/Services:** Goods delivered under this Invitation to Bid shall remain the property of the successful bidder until a physical inspection and actual usage of this material and/or services is made and therefore accepted to the satisfaction of the County. **IN THE EVENT THE GOODS SUPPLIED TO THE COUNTY ARE FOUND TO BE**

**DEFECTIVE OR DO NOT CONFORM TO SPECIFICATIONS, THE COUNTY RESERVES THE RIGHT TO CANCEL THE ORDER AND RETURN THE PRODUCT TO THE SUCCESSFUL BIDDER AT THE SUCCESSFUL BIDDERS EXPENSE INVOKING THE PROVISIONS OF SECTION 2.14.** One failed sample from each order would be considered representative of the entire order and the entire order would be returned. In the event the services rendered do not conform to the specifications in the Invitation to Bid, the County reserves the right to cancel the written notice to the successful bidder.

**2.12 Plant and Facility Inspection:** The County may require the bidder to make their plant and/or facilities available for inspection or may require the bidder to provide additional information concerning their ability to perform in compliance with the requirements of this Invitation to Bid. Failure to comply with this requirement may be cause for rejection of the bidder's response.

**2.13 Guarantee:** Unless otherwise specified by the County, the bidder unconditionally guarantees the materials and workmanship on all material and/or services. If, within the guarantee period any defects occur due to faulty material and/or services, the bidder at their expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the County. These repairs, replacements or adjustments shall be made only at such time as will be designated by the County to ensure the least impact to the operation of County business.

**2.14 NO PUBLICITY OR STATEMENTS TO THE PRESS:** No advertising, sales promotion or other materials of the Consultant or its agents or representatives may identify or reference this Agreement or the County in any manner absent the County's prior written consent. As a condition of entering into this Agreement, the Bidder further agrees to refrain from the following absent the County's prior written approval: (i) making any statement to the media regarding the subject matter of this Agreement or the County's position on any issue relating to this Agreement; or (ii) making any statement to the media on any issue which is in the County's judgment likely to cause the Bidder or County staff to be viewed as anything other than neutral with respect to the subject matter of this Agreement, or cast doubt on the competence or integrity of the Bidder. Failure to comply with this Section by the Bidder shall constitute a material breach and, without limiting any other remedies the County may have, shall entitle the County to terminate this Agreement for default.

**2.15 Brand Name:** If and whenever brand names, makes, names of manufacturers, trade names, bidder catalogs or model numbers are stated, they are for the purpose of establishing a grade or quality of material. The County may accept any approved equal as defined in Section 2.16.

**2.16 OR EQUAL Interpretation:** It is the bidder's responsibility to prove to the County that each bid item is equal to the grade or quality of material specified.

**2.17 Default Provision:** The contract resulting from this Invitation to Bid may be canceled or annulled by the County in whole or in part by written notice of default to the bidder upon nonperformance or violation of contract terms. Goods and/or services may then be purchased on the open market and, the defaulting successful bidder (or his surety) shall be liable to the County for costs to the County in excess of the defaulted contract prices. The successful bidder shall continue their performance under this contract to the extent any part is not terminated under the provisions of this clause.

**2.18 Patent Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify the County and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters patent of the United States arising out of the performance of the contract resulting from this Invitation to Bid or out of the use or disposal by or for the account of the County supplies furnished or construction work performed hereunder

**2.19 Certification of Independent Price Determination:** By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and

(2) Unless otherwise required by law, the bidder has not knowingly disclosed the prices, which have been quoted in this bid directly or indirectly to any other bidder or to any competition prior to the opening of the bid.

(3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

**2.20 Award of Contract:** A contract, if awarded, shall be awarded to the lowest responsible bidder taking into consideration quality, performance and the execution time specified in the Invitation to Bid. The County alone shall make such determination.

**2.21 Qualified Bidder:** A Qualified Bidder is defined for purposes of this Invitation to Bid as a party who meets, or by the bid opening deadline can meet, all requirements for licensing, insurance and service contained within this Invitation to Bid.

**2.22 Compliance with Specifications-Terms and Conditions:** The Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Bidder's proposal, Addendum and/or any other pertinent document forms constitute a response to this Invitation to Bid and by reference are made a part hereof.

**2.23 Signed Bid:** The signed bid shall be considered an offer on the part of the bidder.

It shall be deemed accepted upon approval by the Board of Commissioners of Cabarrus County, the County Manager or their designee. In case of default on the part of the bidder after such acceptance, the County may take such action, as it deems appropriate including legal action for damages.

**2.24 Notice to Proceed:** The successful bidder shall not commence work under this Invitation to Bid until duly notified by receipt of an executed contract from the County. If the successful bidder does commence work prior to receiving official notification, that action is taken at the successful bidder's risk.

## SPECIAL CONDITIONS

**3.1 Price Change:** Preference shall be given to the bidder submitting the lowest price meeting specifications as their bid. Should it be found to be in the best interest of the County to accept a bid with an escalation clause, the following shall apply:

4.1a The bid price shall be initially accepted for a specific contract term. Upon written receipt from bidder to the County of documented materials and labor price increases impacting bidder's cost for such items, the County may approve an escalation in the bid price for a revised specific contract term. If the bidder is submitting an escalation clause in their bid, it shall be so indicated with specifics of the clause, on the detailed price proposal page in the detailed specifications in the Invitation to Bid.

4.1b This written request to support any proposed increases must be submitted to the Finance Office representative not less than sixty (60) days prior to the effective date of any such requested price increase.

4.1c Any adjustment allowed shall consist of bona fide material/service cost increases, which may be passed on to the consumer.

4.1d No adjustment shall be made to compensate a bidder for inefficiency in operation or for additional profit.

**3.2 Bid Bonds:** If the total price of apparatus, supplies, material or equipment is \$100,000 or more, the bidder may be required to post a bid bond, cash, cashier's check, or certified check drawn on a bank or trust company insured by the Federal Deposit Insurance Corporation and made payable to the County in the amount of not less than 5% of the bid price.

**NOTE: A Bid bond IS NOT required for this bid.**

**3.3 Performance/Payment Bonds:** Each bidder may be required to post a payment/ performance bond, governmental securities, certified check or money order payable to the County in the amount of 100% of the bid price if awarded the contract. Such bond(s) are due prior to contract execution as a guarantee of the faithful performance of the terms of the contract and payment of all sums due for labor and materials per the contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to subcontractors.

Whenever a bond is provided, a surety authorized to do business in the State of North Carolina and approved by the County shall execute it.

**Note: A performance/payment bond IS NOT required for this bid.**

**3.4 Design and/or Manufacturer Requirement:** Goods/materials are required to meet standards as indicated in the Invitation to Bid detailed specifications.

**3.5 Warranty Requirements:** At a minimum, the manufacturer's standard warranty shall be included in the bid price. Any extended warranty requirement shall be requested in the Invitation to Bid detailed specifications.

**3.6 Terms of Contract:** Contract will be based on the Cabarrus County standard Purchase Order form.

**3.7 Contract Type:**

(A) Definite Quantity

  X   (B) Indefinite Quantity

**3.8 County Award Criteria:** It is understood by the Bidder that the County reserves the right to reject any and all proposals; to make awards on any or all items according to the best interest of the County to waive formalities, technicalities and inequalities, to recover and offer again the Invitation to Bid.

**3.9 TRADE SECRETS:** This Invitation to Bid and all proposer responses are considered public information, except for trade secrets specifically identified in writing by the Proposer, which will be handled according to State Statute or other laws. Any section of the Proposer's response package that is deemed to be a trade secret by the Proposer shall be submitted in a separate envelope clearly marked "TRADE SECRET INFORMATION-DO NOT DISCLOSE."

# BID RESPONSE PACKAGE

## BID RESPONSE FORM

FROM: Name of Bidder: Lonnie Cobb Fuen  
Street Address: 1618 US Hwy 45 N  
HENDERSON TN 38305  
Phone #: (731) 989-2121  
Fed Tax ID #: 45-2819260

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY CABARRUS COUNTY FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF THE BID SPECIFICATIONS.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
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SEE ATTACHMENT "A"

SEE ATTACHMENT "B"

Estimated Time for Delivery Allow 90-180 Days  
(after receipt of order)

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

<u>ADDENDUM #</u>	<u>DATE</u>
<u>N/A</u>	<u>                    </u>
<u>                    </u>	<u>                    </u>

I certify this bid complies with the General Specifications and conditions issued by the County except as clearly marked in the attached copy.

(Please print name) STEVEN BLACKSTOCK

(Authorized Signature) 

(Please print title) FLEET MANAGER



(Date)

4-11-19

## BID RESPONSE PACKAGE

### BID CHECK LIST

**Bid Check List:** Confirm by placing a check mark in the space provided that as the bidder the information listed below has been reviewed and complied with in the submission of a response to this Invitation to Bid.

(A) N/A Bid bond provided, if required. (See Section 3.2)

(B)  Addendum's acknowledged. Please contact the Finance Office representative to verify the number of addendum's issued.

#### Addendum Receipt:

The following confirms receipt of any and all addenda issued for this Invitation to Bid:

Addendum # Date Issued

(C)  Bid document has been signed by authorized bidder official

(D)  Bid package has been properly labeled per the instructions. (See Section 1.4)

(E)  Bid Response Package including Forms and any related specification Check-off lists.

The signature below certifies the bid response complies with the requirements of this Invitation to Bid and that the above items A through E have been verified as complete.

4-11-19

Date

STEVEN BLACKSTOCK

Printed/Typed Name



Signature

## BID DOCUMENT CERTIFICATION

### 2020 Police Vehicles

The undersigned hereby certifies the bidder has read the terms of this bid document, and is authorized to bind the company to the information herein set forth.


Date: 4-11-19

LONNIE COBB FORD

Name of Company

STEVEN BLACKSTOCK - FLEET MANAGER

Printed Name and Title

  
\_\_\_\_\_

Signature

**ATTACHMENT "A"**

**(10) 2020 Utility Police Interceptor Vehicle Base Price Bid Sheet (Ford SUV-type vehicle)**

500A---Equipment group

K8A---Utility Police Interceptor AWD

YZ---Oxford White

96--Cloth Front Buckets/Vinyl Rear

99B/44U---3.3L V6 Direct-Injection FFV AWD with 10-Speed Automatic Transmission

51R---LED Spot Lamp Driver Only

65L---18" Wheel covers

55F---Remote Keyless Entry Key Fob

17A---Aux Air Conditioning

17T---Cargo Dome Light

153---Front License Plate Bracket

Base Price per Vehicle: \$ 33,995.00

Maximum time period for price guarantee (beyond 120 days): END OF YEAR MODEL

## ATTACHMENT "B"

### (2) 2020 Utility Police Interceptor Vehicle Base Price Bid Sheet (Ford SUV-type vehicle)

500A---Equipment Group

K8A---Utility Police Interceptor AWD

YZ---Oxford White

65U---Interior Upgrade Package

99B/44U---3.3l V6 Direct-Injection FFV AWD with 10-Speed Automatic Transmission

65L---18" Wheel covers

55F---Remote Keyless Entry Key Fob

17A---Aux Air Conditioning

153---Front License Plate Bracket

Base Price per Vehicle: \$ 33,946.00

Maximum time period for price guarantee (beyond 120 days): END OF YEAR MODEL

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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### **AGENDA CATEGORY:**

Approval of Regular Meeting Agenda

### **SUBJECT:**

BOC - Approval of Regular Meeting Agenda

### **BRIEF SUMMARY:**

The proposed agenda for the May 20, 2019 regular Board of Commissioners' meeting is attached.

### **REQUESTED ACTION:**

Motion to approve the agenda for the May 20, 2019 regular meeting, including the public hearing.

### **EXPECTED LENGTH OF PRESENTATION:**

1 Minute

### **SUBMITTED BY:**

Lauren Linker, Clerk to the Board

### **BUDGET AMENDMENT REQUIRED:**

No

### **COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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### **ATTACHMENTS:**

- Proposed May 20, 2019 Agenda

# CABARRUS COUNTY



## BOARD OF COMMISSIONERS REGULAR MEETING

**May 20, 2019  
6:30 PM**

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### MISSION STATEMENT

THROUGH VISIONARY LEADERSHIP AND GOOD STEWARDSHIP, WE WILL ADMINISTER STATE REQUIREMENTS, ENSURE PUBLIC SAFETY, DETERMINE COUNTY NEEDS, AND PROVIDE SERVICES THAT CONTINUALLY ENHANCE QUALITY OF LIFE

### CALL TO ORDER BY THE CHAIRMAN

### PRESENTATION OF COLORS

### INVOCATION

Reverend Sheldon Davis, Oak Grove Missionary Baptist Church

### A. APPROVAL OR CORRECTIONS OF MINUTES

1. Approval or Correction of Meeting Minutes

### B. APPROVAL OF THE AGENDA

### C. RECOGNITIONS AND PRESENTATIONS

1. Active Living and Parks - Freedom Award Project
2. Soil and Water - Annual Conservation Contest Winners
3. Youth Commission - Recognize Graduating Members
4. Cabarrus Health Alliance - 2018 State of the County Health Report
5. Human Resources - Recognition of Senior Deputy County Manager Pamela Dubois on Her Retirement from Cabarrus County Government
6. Proclamation - Memorial Day 2019

### D. INFORMAL PUBLIC COMMENTS

### E. OLD BUSINESS

### F. CONSENT AGENDA

*(Items listed under consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the*

*Board.)*

1. Appointments - Adult Care Home Community Advisory Committee
2. Appointments - Cabarrus County Planning and Zoning Commission
3. Appointments - Home and Community Care Block Grant Advisory Committee
4. Appointments and Removals - Juvenile Crime Prevention Council
5. BOC - Resolution Amending the Board of Commissioners' 2019 Meeting Schedule
6. County Manager - Purchase of Right-of-Way and Easements for Hickory Ridge Elementary School
7. County Manager - Support Letter for Multi-Use Paths with NC 73 Widening
8. DHS - Review of Bids to Provide Bulk Catering Services to the LunchPlus Club Program
9. Emergency Management - Adoption of 2019 Emergency Operations Plan
10. Finance - Approval of Maintenance and Repair Agreement Between Cabarrus County, Cabarrus County Schools and Kannapolis City Schools
11. Human Resources - Presentation of Salary Study Results and Recommendations
12. Infrastructure and Asset Management - Offer for Purchase of Tax Foreclosure Property
13. Library - Policy Updates
14. Register of Deeds - Partial Refund of Excise Tax
15. Tax Administration - Refund and Release Reports - April 2019

**G. NEW BUSINESS**

1. Finance - Resolution Relating to the Installment Financing Contract - Financing for School and Public Purpose Land - Public Hearing 6:30 p.m.
2. County Manager - Presentation of the Proposed FY20 Cabarrus County Budget and Scheduling of a Public Hearing

**H. REPORTS**

1. BOC - Receive Updates From Commission Members who Serve as Liaisons to Municipalities or on Various Boards/Committees
2. BOC - Request for Applications for County Boards/Committees
3. County Manager - Monthly Building Activity Reports
4. County Manager - Monthly New Development Report
5. EDC - April 2019 Monthly Summary Report
6. Finance - Monthly Financial Update

**I. GENERAL COMMENTS BY BOARD MEMBERS**

**J. WATER AND SEWER DISTRICT OF CABARRUS COUNTY**

**K. CLOSED SESSION**

**L. ADJOURN**

## Scheduled Meetings

<b>May 21</b>	<b>Budget Meeting</b>	<b>4:00 p.m.</b>	<b>Multipurpose Room</b>
<b>May 23</b>	<b>Budget Meeting</b>	<b>4:00 p.m.</b>	<b>Multipurpose Room</b>
<b>June 3</b>	<b>Work Session</b>	<b>4:00 p.m.</b>	<b>Multipurpose Room</b>
<b>June 17</b>	<b>Regular Meeting</b>	<b>6:30 p.m.</b>	<b>BOC Meeting Room</b>
<b>July 1</b>	<b>Work Session</b>	<b>4:00 p.m.</b>	<b>Multipurpose Room</b>
<b>July 15</b>	<b>Regular Meeting</b>	<b>6:30 p.m.</b>	<b>BOC Meeting Room</b>

**Mission:** Through visionary leadership and good stewardship, we will administer state requirements, ensure public safety, determine county needs, and provide services that continually enhance quality of life.

**Vision:** Our vision for Cabarrus is a county where our children learn, our citizens participate, our dreams matter, our families and neighbors thrive, and our community prospers.

### Cabarrus County Television Broadcast Schedule Cabarrus County Board of Commissioners' Meetings

The most recent Commissioners' meeting is broadcast at the following days and times. Agenda work sessions begin airing after the 1st Monday of the month and are broadcast for two weeks up until the regular meeting. Then the regular meeting begins airing live the 3rd Monday of each month and is broadcast up until the next agenda work session.

<b>Sunday - Saturday</b>	<b>1:00 P.M.</b>
<b>Sunday - Tuesday</b>	<b>6:30 P.M.</b>
<b>Thursday &amp; Friday</b>	<b>6:30 P.M.</b>

In accordance with ADA regulations, anyone who needs an accommodation to participate in the meeting should notify the ADA Coordinator at 704-920-2100 at least forty-eight (48) hours prior to the meeting.



# CABARRUS COUNTY



## BOARD OF COMMISSIONERS WORK SESSION

**May 6, 2019  
4:00 PM**

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**AGENDA CATEGORY:**

Closed Session

**SUBJECT:**

Closed Session - Pending Litigation

**BRIEF SUMMARY:**

A closed session is needed to discuss matters related to pending litigation as authorized by NCGS 143-318.11(a)(3).

**REQUESTED ACTION:**

Motion to go into closed session to discuss matters related to pending litigation as authorized by NCGS 143-318.11(a)(3).

**EXPECTED LENGTH OF PRESENTATION:**

30 Minutes

**SUBMITTED BY:**

Mike Downs, County Manager

**BUDGET AMENDMENT REQUIRED:**

No

**COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:**

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