



Town of Clayton
Regular Town Council Meeting Agenda
Monday, July 19, 2021 @ 6:00 PM
Council Chambers

THE PUBLIC MAY VIEW THE LIVE COUNCIL MEETING ON THE TOWN'S YOUTUBE CHANNEL:
https://www.youtube.com/channel/UCwz_EIU1ENyy7BkFsqmWYzQ

BELOW PLEASE FIND ADDITIONAL INFORMATION REGARDING PROCEDURES FOR IN-PERSON MEETINGS:

- ALL persons attending must wear a mask.
- We will be following proper social distancing at all times.
- All council/board members will be socially distanced in the council chambers and wearing face masks.*
- All staff and visitors will be socially distanced while within the council chambers. Face masks will be worn.*
- Hand sanitizer will be available, both in the lobby and council chambers.
- Podium/microphone will be sanitized after each speaker.

**Masks may be lowered when speaking.*

1. CALL TO ORDER

Pledge of Allegiance and Invocation

2. ADJUSTMENT OF THE AGENDA

3. CONSENT AGENDA

(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.)

- a. Warrant Acceptance
 - Academy Point, Phases 8 & 9
 - Ashcroft Subdivision, Phase 7

[Academy Point, Phases 8 & 9](#)
[Ashcroft Subdivision, Phase 7](#)
- b. Draft Minutes
 - June 7, 2021 - Regular Session
 - June 7, 2021 - Closed Session
 - June 21, 2021 - Regular Session

[June 7, 2021 DRAFT Minutes](#)
[June 21 2021 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Consent Agenda as Presented

4. ADMINISTRATIVE ITEMS

5. INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a. New Employees
Presenters: Nathanael Shelton - Communications Director, Ann Game - Customer Service Director and Kimberly Moffett - Town Clerk
- Catherine White- Communications Intern
 - Taylor Stubblefield - Customer Service Intern
 - Hillary McFarland - HR Analyst

6. PUBLIC HEARINGS

- a. 2020-103-PDD - Lumen - Rezoning
Presenter: Planning Department
POTENTIAL ACTION: Continue to August 2, 2021
- b. 2020-104-SD - Lumen (*Quasi-Judicial*)
Presenter: Planning Department
POTENTIAL ACTION: Continue to August 2, 2021
- c. Development Agreement - Lumen
Presenter: Planning Department
POTENTIAL ACTION: Continue to August 2, 2021

7. OLD BUSINESS

8. NEW BUSINESS

- a. Ground Water Storage Tank - Construction Contract
Presenter: Joshua Baird, Town Engineer
[Cover Agreement Section \(C-520\) of proposed contract documents RE McLean, Inc. Proposal](#)
- POTENTIAL ACTION:** Authorization Execution of Construction Contract

9. STAFF REPORTS

- a. Town Manager
- b. Town Attorney
- c. Town Clerk
- d. Other Staff
- Square to Square Festival
Presenters: Amy Shearin & Patrick Pierce
 - Project Goodwill Update
Presenter: Patrick Pierce
 - 2021 ISO Rating
Presenter: Matt Sutphin, Deputy Fire Chief
[2021 ISO Rating](#)

10. OTHER BUSINESS

- a. Informal Discussion & Public Comment
- b. Council Comments

11. CLOSED SESSION

- a. Closed Session Pursuant to NCGS 143-318.11(a)(4) & (5)
POTENTIAL ACTION: Motion to Go Into Closed Session

12. ADJOURNMENT

- a. Adjourn the Meeting
POTENTIAL ACTION: Motion to Adjourn

Quasi-Judicial (evidentiary) – These hearings are different from other public hearings in that they resemble a court hearing where testimony is presented and the Town Council acts like a court of law. During evidentiary hearings, the Town Council receives only sworn testimony and other credible evidence. In addition, the Town Council must make findings of fact based upon the evidence presented. Citizens may give testimony in an evidentiary hearing after they have taken an oath.



TOWN OF CLAYTON
Engineering & Inspections
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

MEMORANDUM

To: Kimberly Moffett, Town Clerk

From: Chris Rowland, Construction Project Administrator 

Copy: Donnie Adams, Adams & Hodge Engineering
Karen Durham, Engineering & Inspection Coordinator
Dave DeYoung, Riverwild

Date: June 16, 2021

Subject: Academy Point, Phases 8 & 9

Please place a warranty acceptance request for the subject public water and sewer utilities along with all pertinent easements on the next available agenda. Record drawings have been reviewed and accepted. Following acceptance, the utilities will be subject to a one-year warranty period. Following the warranty, a final inspection will be done and all deficient items corrected by the developer prior to final acceptance.



TOWN OF CLAYTON
Engineering & Inspections
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
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MEMORANDUM

To: Kimberly Moffett, Town Clerk

From: Chris Rowland, Construction Project Administrator 

Copy: Donnie Adams, Adams & Hodge Engineering
Karen Durham, Engineering & Inspection Coordinator
Dave DeYoung, HearthPointe Development

Date: July 13, 2021

Subject: Ashcroft Subdivision, Phase 7

Please place a warranty acceptance request for the subject public water and sewer utilities along with all pertinent easements on the next available agenda. Record drawings have been reviewed and accepted. Following acceptance, the utilities will be subject to a one-year warranty period. Following the warranty, a final inspection will be done and all deficient items corrected by the developer prior to final acceptance.



**Town of Clayton
Regular Town Council Meeting Minutes
Monday, June 7, 2021 @ 6:00 PM
Council Chambers**

COUNCIL PRESENT:

Mayor Pro Tem Thompson
Council Member Holder
Council Member Grannis
Council Member Bunn
Council Member Everett

STAFF PRESENT:

Rich Cappola, Interim Town Manager
Dolores Gill, D/Town Manager
Jim Cauley, Town Attorney
Kimberly Moffett, Town Clerk
Lee Barbee, Fire Chief
Blake Mills, Asst. Director Public Services
Scott Barnard, Planning Director
Dick Hails, Interim Planning Director
Jeff Caines, Senior Planner
Brandon Carroll, Utility Compliance Tech.
Joy Garretson, Library Director

COUNCIL ABSENT:

Jody McLeod, Mayor

1 CALL TO ORDER

Pledge of Allegiance and Invocation

- a) Mayor Pro Tem Thompson called the meeting to order at 6:01 p.m. He led everyone in the Pledge of Allegiance and offered the Invocation.

2 ADJUSTMENT OF THE AGENDA

- a) It was requested that an item be added as Item 8e under New Business to consider approval of contract for Interim Town Manager

3 CONSENT AGENDA

(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.)

- a) Resolution Setting Public Hearing for Payton Road Extension Annexation
b) Easement - Duke Energy
c) NC Railroad Agreement
d) DRAFT Minutes
 - May 17, 2021 - Regular Session
 - May 18, 2021 - Budget Work Session

ACTION: Adoption of Consent Agenda as Presented

Motion: Council Member Holder
Second: Council Member Everett
Vote: Unanimous

4 ADMINISTRATIVE ITEMS

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) Library Summer Read Program
Presenter: Joy Garretson, Library Director

Ms. Garretson was present and provided information regarding the upcoming summer reading program. She shared history about teen reading club that started during COVID and further that the group is about to meet for the first in person meeting. She stated they are all very excited about that. Grace, who is the children's Librarian was present and shared details about the upcoming educational children's program that will bring lots of various creatures to the library. Mayor Pro Tem Thompson offered his thanks and appreciation for all the exciting programs.

6 PUBLIC HEARINGS

- a) Presentation of FY '21-22 Budget
Presenter: Rich Cappola, Interim Town Manager

Link to FY 21-22 Proposed Budget:

<https://www.townofclaytonnc.org/mayor-and-council/annual-reports-budgets.aspx>

Mr. Cappola shared a presentation regarding the proposed FY '21-'22 budget. He stated this was the presentation heard by council at the May Budget Work Session. He stated this public hearing was an opportunity to hear from the public as well. He shared an overview the budget process on a month by month basis. He presented a PowerPoint presentation that included slides showing a summary of FY '22 expenditure budget. He shared highlights to include; major revenue assumption, no property tax rate increase, ad valorem growth, property tax collection rate at 98.5%, sales tax revenues anticipated to increase by 1.8 million as compared to FY '21 budget which is 3% higher than the 6.0 million estimate for FY '21 and further that development revenue will remain consistent.

With reference to employee benefit impacts he stated there was a 3% pool for salary adjustments. He stated there would be a mid-year review to look at possible option of COLA. He stated the NC State Health Plan employer contribution rate increased by 7% and the NC Retirement Fund employer contribution increased by 1.2%.

Mr. Cappola shared information regarding Utility Rate Impacts to include; a proposed 7.42% rate increase for combined water and sewer, effective July 1, 2021. There is no proposed increase to electrical rate. Further rate models predict four more years of similar rate increases to fund operating costs and the CIP while maintaining a solvent utility system.

Mr. Cappola stated updates since Budget Work Session included the creation of the Property Maintenance Department, the addition of a .5 FTE for the Police Department and a reconciliation of the Master Position List. Mr. Cappola advised the total budget amount has not changed.

Information and graphs were shared regarding the General Fund and all Expenditures, Sales Tax Revenue, Ad Valorem Tax Revenue, Utility Sales Tax Revenue and Building Permit Revenue.

It was stated that the General Fund Debt Service is in excellent shape. Also shared was a slide showing the General Fund Debt to Expenditures

The projected Fund Balance, effective June 30 2021, is approx. \$18.5 million with final numbers to be determined upon final end of year budget close out.

With reference to Financial Policy Outcomes and unassigned fund balance; the council adopted a goal of 30% or great and we currently are at 32%. Council adopted a goal of less than 2.5% for debt of estimated market value of taxable property and we are at .39%. Debt Services % of expenditures, council set at less than 15% and we are at 4.8%. Aggregate 10 year payout ratio adopted at greater than 55% and we are at 95. %. Cash on Hand in the Enterprise Fund for Water Sewer Fund at least 200.75 days and we are at 301 days and Electric Fund Policy at least 98.55 days and we are at 164 days. All our Financial Policy outcomes are within policy.

Mr. Cappola offered special appreciation and thanks to Ms. Gill, Chief Tart, Chief Barbee and Mr. McKie for their assistance in developing the budget. He also offered thanks to staff for support and assistance. Special thanks to council for their input and guidance during the budget process.

Council Member Grannis stated he felt it was a great budget and appreciated all the hard work that was put into this budget. With reference to Water Sewer increase he asked that that would equate to per month for average bill. Mr. Cappola stated approximately \$6.00 per month. Council Member Grannis asked about recently increased bond rating. It was stated we went from AA2 to AA1 per Mr. McKie. He stated this was prestigious and will result in a reduced/favorable interest rate with GO Bond.

At 6:27 p.m. the hearing was turned over for public comment.

Mr. Allen Tew asked about impact of tax rate. Mr. Cappola stated there was no tax increase and tax rate would remain at .58.

With no one further wishing to speak, item was turned over to council for their deliberation.

Council Member Grannis stated he believed minor changes had been made since budget work session and would to have a little time to look further at those changes.

ACTION: Continue Public Hearing to June 21, 2021 Council Meeting

Motion: Council Member Grannis

Second: Council Member Bunn

Vote: Unanimous

b) 2021-36-ANX - Ashcroft Phases 7 & 8 - Annexation

Presenter: Jeff Caines, Senior Planner

Mr. Caines was present and stated the property referenced in this annexation is just over 35 acres and is currently under construction.

There were no questions from council.

At this time the public hearing was opened.

Mr. Kevin Flatley who is a resident of Atwood Drive and an abutting property for this proposed annexation stated residents objected to annexation. He stated there are tremendous problems with drainage and felt the developer is in violation of numerous laws. An executed letter of concern from residents was provided and entered into the record.

With there being no one further wishing to speak the item was turned over to council for their deliberation.

Council Member Bunn asked if Mr. Caines was aware of these concerns. Mr. Caines stated he was not. Mr. Baird, Town Engineer, stated he was not aware of any complaints. He stated this was prior to the town taking over storm water approval.

Council Member Bunn asked that Mr. Baird reach out to Mr. Flatley and provide any assistance possible.

ACTION: Adoption of Ordinance #2021-06-03

Motion: Council Member Bunn

Second: Council Member Everett

Vote: Unanimous

c) 2020-103-PDD - Lumen Rezoning

Presenter: Jeff Caines, Senior Planner

ACTION: Continued to July 19, 2021

Motion: Council Member Bunn

Second: Council Member Grannis

Vote: Unanimous

d) 2020-104-SD - Lumen SD (Quasi-Judicial)

Presenter: Jeff Caines, Senior Planner

ACTION: Continue to July 19, 2021

Motion: Council Member Bunn
Second: Council Member Grannis
Vote: Unanimous

- e) Lumen Development Agreement
Presenter: Jeff Caines, Senior Planner

ACTION: Continue to July 19, 2021

Motion: Council Member Bunn
Second: Council Member Grannis
Vote: Unanimous

7 OLD BUSINESS

- a) Memorandum of Understanding - Triangle Land Conservancy and Town
Presenter: Scott Barnard, Parks and Recreation Director

Mr. Barnard shared details about this memorandum of understanding. He spoke about the benefit of the partnership which could assist in obtaining grants to develop trails. Upon completion there would be a total 16-17 miles of trails, which would be a record length.

A representative from the Triangle Land Conservancy was present and shared background information about the Triangle Land Conservancy. She shared about the high number of visitors to trails and their work to ensure trails are preserved. She shared additional information about grants and stated they were excited about partnership opportunities. Tours were offered to council.

Council Member Grannis asked about costs. Mr. Barnard stated there is not a budget item associated with this and further stated that at any time there was required funding it would come from a grant.

ACTION: Approval of Agreement

Motion: Council Member Everett
Second: Council Member Grannis
Vote: Unanimous

- b) Land Acquisition - Easements
Presenter: Joshua Baird, Town Engineer

Mr. Baird was present and provided information regarding Neuse Wastewater Treatment Facility and easements. He stated to date a total of 31 easement had been obtained and 6 needed easements remain. He further stated of those 6, we do not anticipate being able to come to an agreement. He stated multiple attempts, including involving a land acquisition specialist, had been

made to come to an agreement and as of this year we have not been able to come to a settlement. He stated per general statute, the town can condemn in order to obtain these two easements. We stated we will continue to try to work prior to filing of condemnation.

He also added additional information regarding ECIA transmission line would be brought back to council at a later date.

ACTION: Adoption of Resolution #2021-24

Motion: Council Member Grannis
Second: Council Member Holder
Vote: Unanimous

8 NEW BUSINESS

- a) Audit Contract
Presenter: Robert McKie, Finance Director

Mr. McKie was present. He stated the contract before council had no change to previous fee structure change, and the range of the fee was \$28,000 - \$30,000.

ACTION: Authorize Execution of Contract

Motion: Council Member Bunn
Second: Council Member Everett
Vote: Unanimous

- b) Code of Ordinance - Chapter 32 Update - Board of Adjustment & Planning Board
Presenter: Dick Hails, Interim Planning Director

Mr. Hails was present and shared details regarding proposed changes to Chapter 32 regarding language for the BOA and voting rights.

ACTION: Adoption of Ordinance #2021-06-04

Motion: Council Member Everett
Second: Council Member Grannis
Vote: Unanimous

- c) Code of Ordinance Chapter 54 Update - Water Conservation
Presenter: Brandon Carroll, Utility Compliance Technician

Mr. Carroll was present and provided details regarding proposed changes to Chapter 54 of the Clayton Town Code of Ordinances with regard to water shortage conservation measures. These modifications include;

- Addition of Mandatory watering schedule
- Addition to language of section 54.09 application, violation, enforcement & penalties

- Removal of section 54.10 installation of meters

Additionally, Mr. Carroll shared mandatory water schedule. He further stated there would be an updated to the 2019 Water Conservation Plan once approved by NC State.

ACTION: Adoption of Ordinance #2021-06-05

Motion: Council Member Grannis

Second: Council Member Holder

Vote: Unanimous

d) **Street Intersection Pavement Markings and Stop Signs**

Presenter: Blake Mills, Assistant Director of Public Services

Mr. Mills shared information regarding intersection improvements. He stated there was a total of 9 that would improve safety.

The following work is proposed:

1. Birkdale Drive and Neuse Ridge Drive intersection is an existing 3 Way Stop that could use a Hi Visibility Crosswalk and stop bars to improve safety.
2. Torrey Pines Drive and Parkridge Drive is an existing 1 Way Stop that could be changed to a 3 Way Stop, add a Hi Visibility Crosswalk and Stop Bars to improve pedestrian safety for children walking to school and for the school bus that uses this intersection which is on a curve.
3. Garrison Avenue mid-block crossing required missing handicap ramps to be installed to meet ADA Transition Plan and a High Visibility Crosswalk at this location would improve safety for children walking to the local community pocket park.
4. Moore Street and Main Street intersection is an existing 1 Way stopping stop that could use a Hi Visibility Crosswalk to improve pedestrian safety.
5. Fayetteville Street and Hinton Street Intersection is an existing 2 Way Stop that could be changed to a 4 Way Stop with Stop Bars to improve safety by forcing vehicles to stop before the existing Mid-Block High Visibility Crosswalk located in front of the Clayton Baptist Church. Public Works has witnessed excessive speeding in the neighborhood.
6. Horne Street and Church Street intersection is an existing 1 Way Stop that could be changed to a 3 Way Stop and add two High Visibility Crosswalks to improve pedestrian safety and vehicle safety during child care drop off and pickup times. In addition, a 3 Way Stop will stop vehicles before they access the new parking lot and help them recognize that Horne Street is no longer a through street.
7. Horne Street and Page Street intersection is an existing 1 Way Stop that could use a Hi Visibility Crosswalk to improve pedestrian safety.
8. Second Street and Church Street intersection is an existing 2 Way Stop that could be changed to a 4 Way Stop with 4 High Visibility Crosswalks to improve safety at the intersection. The intersection has very high pedestrian and vehicle traffic due to the Library, Church and Town Hall. During church child care drop off and pickup time's larger vehicles such

as trucks and SUV's que through the intersection and block sight vision for vehicles and pedestrians travelling north bound through the intersection making it very unsafe.

9. Hawkesburg Drive and Brandywine Way intersection is an existing 1 Way Stop that could be changed to a 3 Way Stop intersection. We have received resident concerns about speeding in the neighborhood.

There was discussion about Church Street and Second Street and improvements that would take place to include a 4-way stop. Also discussed was Horne & Second Street. It was stated we not encourage people to use the parking lot as a pass through option.

It was stated that we had received numerous concerns expressed by citizens. A traffic safety committee has been formed with input from many departments. This committee will meet every few months to discuss concerns. The first project to be discussed will be traffic calming policy.

Council Member Bunn asked that when committee does meet they focus on school zones. Mr. Mills stated that was absolutely on top of the list.

Council Member Grannis stated he was happy to see this being done and there has been a need for quite a while. He offered his thanks to the team.

- e) Contract for Interim Town Manager

The contract for the Interim Town Manager was discussed.

ACTION: Approval of Contract

Motion: Council Member Grannis
Second: Council Member Bunn
Vote: Unanimous

9 STAFF REPORTS

- a) Town Manager

Mr. Cappola spoke about his need to wear many hats as we transition. He stated he was happy to announce that Chief Lee Barbee would be serving as an Interim Deputy Town Manager.

Mr. Cappola spoke about COVID and a recent staff outbreak. He shared details about staff and mask and further that should an employee wish to become voluntarily verified as having received the vaccination they could and they would no longer be required to wear a mask. He stated we had scheduled an internal vaccination clinic which was scheduled to be held this week. He stated it was possible we may also host an event for the public.

- b) Town Attorney
- c) Town Clerk

d) Other Staff

Mr. Pierce provided an update on the Square to Square Independence Festival. He stated the event would be held on Saturday - July 3, 2021 and would be held along Main Street. He stated some of the planned events include a bicycle parade, games, and activities, lots of family fun, watermelon slices and snow cones. He stated everybody is excited to be able to celebrate safely as a town and community.

10 OTHER BUSINESS

a) Informal Discussion & Public Comment

A citizen and member of the Community Garden was present and asked for exception to Chapter 91.05 of the Coe of Ordinances regarding chickens at Community Garden. She shared details about baby hens that were acquired back in December. She spoke about recent visit from school and the educational opportunity for children and a hands on experience. Any eggs produced would be donated to Clayton. Council thanked her and stated they would take her request under advisement.

Mr. Allen Tew, stated he is encouraged to hear about safety committee. He asked this committee make sure all sidewalks on Lombard are marked to indicate when it narrows. He asked about update on both South & North Connector. Mr. Cappola provided details regarding the South Connector configuration having been changed. With regard to North Connector we submitted an application but did not score high enough to get funding. Mr. Pierce stated provided additional details regarding CAMPO and North Connector. Mr. Tew shared his concerns about possible adverse impact and offered his assistance. He also addressed concerns regarding parking for downtown business. He wanted to know what the town could do. He shared that whenever there is an event there is always some type of clean up that is needed and he is happy to do so however he does not want this to be an everyday issue. Spoke about parking being proposed for new business. He stated the current lot has 44 spaces and there are scheduled to be 3 restaurants at this location with two of those operating 7 days a week from 11 a.m. - 11 p.m. He stated he felt this would cut into the limited parking available to existing downtown businesses. He stated he had concern about spillover to his and other parking lots and wondered what the town role was and if there were plans to alleviate the issue of spillover parking. Mayor Pro Tem Thompson stated there had been much discussion about parking and a working group was being formed to study and examine this issue.

Mr. Tew addressed leadership within the town. He shared his concern about conversations he had regarding reasons for letting previous manager go. He stated he hoped we could move forward with good leadership.

b) Council Comments

Council Member Grannis stated he would like to schedule a work session to discuss downtown parking. Mr. Cappola will start working with staff

11 CLOSED SESSION

- a) Closed Session Pursuant to NCGS 143-318.11.(a)(4) & (5) regarding Economic Development and Property Acquisition

ACTION: Motion to Go Into Closed Session at 7:38 p.m.

Motion: Council Member Grannis
Second: Council Member Holder
Vote: Unanimous

12 ADJOURNMENT

- a) Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 8:09 p.m.

ACTION: Motion to Adjourn

Motion: Council Member Grannis
Second: Council Member Holder
Vote: Unanimous

Duly adopted this the 19th day of July, 2021 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk



**Town of Clayton
Regular Town Council Meeting Minutes
Monday, June 21, 2021 @ 6:00 PM
Council Chambers**

COUNCIL PRESENT:

Mayor McLeod
Council Member Grannis
Council Member Holder
Council Member Bunn
Council Member Everett

STAFF PRESENT:

Rich Cappola, Interim Town Manager
Dolores Gill, Deputy Town Manager
Lee Barbee, Fire Chief/Interim Deputy Town Mgr.
Jim Cauley, Town Attorney
Kimberly Moffett, Town Clerk
Jeff Caines, Senior Planner
Joy Garretson, Library Director
Greg Tart, Police Chief
Robert McKie, Finance Director
Amy Shearin, Emergency Services Coordinator

COUNCIL ABSENT:

Mayor Pro Tem Thompson

1 CALL TO ORDER

Pledge of Allegiance and Invocation

- a) Mayor McLeod called the meeting to order at 6:00 p.m. He led everyone in the Pledge of Allegiance and offered the Invocation.

2 ADJUSTMENT OF THE AGENDA

- a) It was requested that item 5c regarding the Mural Project be removed from the agenda. This item will be rescheduled for a later date. It was also requested that items 3b and 3c be removed from the Consent Agenda and added to Administrative Items for a brief explanation of the items. It was also requested that two items be added under Old Business, item 7b - Grading Contract Award and item 7c - Design Build Contract Award for Neuse River WRF. Additionally under item 4a New Employee Introduction, Hillary McFarland was unable to attend this evening.

3 CONSENT AGENDA

(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.)

- a) Resolutions to Collect Taxes on Behalf of the Town of Clayton
- Johnston County
 - Wake County
- b) Resolution Awarding Service Firearm & Badge to Retired Police Personnel

- c) **Final Acceptance of Asphalt Pavement**
Riverwood Athletic Club, Athletic Club Boulevard Phases 2B, 9 Lots (Chamberlain Drive), 2B-2, 15 Lots (Hardaway Point, Houston Lane-Excluding, **Phase 2B-3**), 2C, 54 Lots (Houston Lane, Haywood Lane, McCarthy Drive) 2D, 16 Lots (McCarthy Drive), 2E, 27 Lots (Duncan Court, McCarthy Drive), 2F, 22 Lots (McCarthy Drive), 2G, 41 Lots (Haywood Lane, Hardaway Point), 3A-I, 22 Lots (Collinsworth Drive), 3A-2, 46 Lots (Collinsworth Drive, Namath Court), 6D-I, 18 Lots (Bradshaw Way, Tarkenton Court), 6D-2, 16 Lots (Tarkenton Court, Tomlinson Drive), & 8A, 30 Lots (W. Webber Lane, Sloan Drive)
- d) **Warranty Acceptance**
- Village at Little Creek Phase 1

ACTION: Adoption of Consent Agenda as Presented

Motion: Council Member Bunn
Second: Council Member Grannis
Vote: Unanimous

4 ADMINISTRATIVE ITEMS

- a) **Advisory Board Recommendations for Appointment**
Presenter: Kimberly Moffett, Town Clerk
- Downtown Development Advisory Board
 - Public Art Advisory Board
 - Library Advisory Board

ACTION: Appointments to Advisory Boards

Motion: Council Member Holder
Second: Council Member Everett
Vote: Unanimous

- b) **Town of Clayton & Johnston County Schools Facility Use Agreement**
Presenter: Scott Barnard, Parks & Recreation Director

Mr. Barnard was present and shared background regarding this agreement. This item was discussed at a previous meeting. It was requested that Interim Town Manager be authorized to execute the final agreement upon final legal review. Mayor McLeod stated he felt this was an amazing opportunity for everyone involved. Council Member Grannis voice his agreement regarding this partnership.

ACTION: Authorize Town Manager to Execute Agreement Upon Finalization from Town Attorney

Motion: Council Member Grannis
Second: Council Member Everett
Vote: Unanimous

- c) **Memorandum of Agreement - North Carolina Opioid Settlement**

Mr. Cauley provided background and details regarding this item. This was a class action suit and while we do not know exactly what the amount may be, there is a possibility of the town being awarded funding.

ACTION: Authorize Execution of Memorandum of Agreement

Motion: Council Member Grannis

Second: Council Member Everett

Vote: Unanimous

5 INTRODUCTIONS AND SPECIAL PRESENTATIONS

a) New Employee Introduction

Presenters: Robert McKie - Finance Director, Dolores Gill - D/Town Manager, Joshua Baird, Town Engineer and Michael Tutwiler- GIS Coordinator

- Shaun Mizzell - Procurement Contract Manager
- ~~Hillary McFarland - HR Analyst~~
- David Moore - Property Maintenance Superintendent
- Tonda Johnson - Custodian
- Elizabeth Beyer - Engineering Intern
- Lenetta Lucas - Utility Locations Coordinator
- Corshaad Scott - Utility Locations Coordinator

Mr. McKie introduced Shaun Mizzell and provided his background information. He has a very impressive employment history and comes to the town with expansive experience. He stated he was happy to be with the town. Ms. Gill introduced David Moore who is serving as the Property Maintenance Superintendent. He comes to the town with 30 years of experience. Mr. Moore stated he was honored to be part of the town. Ms. Gill also introduced Tonda Johnson who was recently appointed as our newest Custodian. She was has a lengthy employment and a very high work ethic. Tonda stated she was excited to be part of the team and thanked everyone for the opportunity. Mr. Baird introduced Elizabeth Beyer who is serving as the summer intern in the Engineering Department. She is a rising senior at NC State and a Park Scholar. She stated she was excited to be here and stated she felt how special the town is. Mr. Tutweiler introduced two new Utility Location Coordinators; Lenetta Lucas and Corshaad Scott. Ms. Lucas stated she was happy to be part of the team. Mr. Scott has been with the town since March 2020 but due to COVID this was the first opportunity to introduce him personally. Mr. Scott stated he has happy to be here. Council welcomed everyone to the team.

b) Awarding of Service Firearm and Badge

Presenter: Greg Tart, Police Chief

- Richie Herring, Police Captain

Chief Tart was present to acknowledge and honor Captain Herring on his retirement from the Clayton Police Department. Captain Herring has 30 years of law enforcement experience. He started with the Town of Clayton in February of 2001. He rose through the ranks to Police Captain. His family was acknowledged for their continuous support throughout his career. He received a standing ovation. Captain Herring offered his thanks to the

members of the police department, citizens of Clayton and his family and friends. Mayor McLeod offered his thanks and appreciation for his many years of service and stated he had modeled the way of what it meant to be a professional police officer. He offered his thanks to his family and wished him all the best. Council Member Grannis stated he was very happy for him and stated he had set the bar for the organization and was the epitome of a consummate professional. He offered his thanks to Captain Herring's family as well. He stated he was very proud. Council Member Bunn offered his thanks and appreciation. Council Member Holder offered his thanks and appreciation and advised him to enjoy his retirement.

- c) ~~Mural Project - Barbour Building~~
~~Presenters: Sara Perricone & Clark Hipolito - Public Art Advisory Board~~
- d) NEA Big Read Clayton
Presenter: Joy Garretson, Library Director

Ms. Garretson was present and shared details about the NEA Big Read: Clayton. She stated the grant was applied for previously and we recently found out it was awarded to Clayton. It should be noted that Clayton was the ONLY public library in the nation to receive this grant. The book that will be read is The House on Mango Street. Ms. Garretson shared details regarding numerous upcoming Events as well as information about Partnerships. This program will celebrate Clayton's diversity and National Hispanic Month which runs from September 15 to October 15, 2021. Council Member Grannis stated he was not an avid reader but further stated he had read this book. He stated he was very excited about this grant and the amazing job the library staff does with thinking outside the box. Ms. Garretson shared another potential project for a grant which allow the library to receive and lend out mobile hotspots and tablets. If this grant were received information would be shared with patrons during the NEA Big Read. Mayor McLeod offered his words of appreciation for the amazing vision and integration of all the arts.

6 PUBLIC HEARINGS

- a) 2020-50-ANX - Payton Road Extension - ANNEXATION
Presenter: Jeff Caines, Planning Department

Mr. Caines presented and stated this voluntary annexation was being requested for the Payton Drive Extension Right of Way. This is a town owned property which would bring it into the Town limits. The size of the property is 1.501 acres. The existing use is access into Riverwood Athletic Club from Covered Bridge Road. There were no questions for staff. At this time the Public Hearing was opened. With no one wishing to speak, the hearing was closed at 6:43 p.m. and turned over to council for their deliberation.

ACTION: Adoption of Ordinance #2021-06-06

Motion: Council Member Bunn
Second: Council Member Everett
Vote: Unanimous

7 OLD BUSINESS

- a) FY '21-22 Annual Budget
Public Hearing Was Held on June 7, 2021
Presenter: Rich Cappola, Interim Town Manager

Mr. Cappola presented this item. He stated the Public Hearing was held on June 7, 2021. He provided a brief update. He stated the only changes from previous presentation were the reallocation of fund to the correct department. He stated there were no changes in dollar amounts. He stated there was no tax increase included in the budget.

Mayor McLeod stated he was so appreciative to the council and their leadership for wanting to show appreciation to employees financially. This budget includes a 3% increase across the board. Also stated at mid-point in the fiscal year this issue would be re-addressed to evaluate revenues, cost savings and it is the hope of council that they will be able to offer up additional financial support to the employees. He offered his thanks and appreciation to the staff who created the budget. He stated the budget consistently show how committed everyone is.

ACTION: Adoption of Ordinance # 2021-06-07 (Budget)

Motion: Council Member Holder
Second: Council Member Everett
Vote: Unanimous

ACTION: Adoption of Ordinance #2021-06-08 (Fees & Charges)

Motion: Council Member Holder
Second: Council Member Bunn
Vote: Unanimous

- b) Neuse WRF Grading Contract Award for to Providence Construction
Presenter: Joshua Baird, Town Engineer

Mr. Baird shared details about this item. He stated on April 19, 2021 a Resolution of Tentative Award was adopted for this project. He stated the formal and final contract award was subject to approval by the NC Department of Environmental Quality and this final approval was issued on May 19, 2021. It is requested that this resolution be adopted that would allow the town manager or designee to execute change orders to complete the project in accordance with the previously approved project budget.

ACTION: Adoption of Resolution 2021- 28

Motion: Council Member Grannis
Second: Council Member Everett
Vote: Unanimous

- c) **Design Build Award - New Neuse Water Reclamation Facility**
Presenter: Joshua Baird, Town Engineer

Mr. Baird shared details about this item. He stated on April 19, 2021 a Resolution of Tentative Award was adopted for this project. He further stated the authority to award was issued by the NC Department of Environmental Quality on May 19, 2021. This resolution will award this project to Gannett Fleming and further authorize the town manager or designee to authorize the completion of detailed design services and authorize additional funding.

ACTION: Adoption of Resolution #2021-29

Motion: Council Member Grannis
Second: Council Member Holder
Vote: Unanimous

8 NEW BUSINESS

- a) **Year End Closeout Budget Amendments**
Presenter: Robert McKie, Finance Director

Mr. McKie provided details regarding Year End Close Out Budget Amendments for the Water Sewer Fund and Electric System.

ACTION: Adoption of Ordinance #'s 2021-06-09, 2021-06-10 & 2021-06-11

Motion: Council Member Bunn
Second: Council Member Everett
Vote: Unanimous

- b) **Water & Sewer Progression Compensation Incentive Policy**
Presenter: Byron Poelman, Water Resources Director

Mr. Poelman was present and shared information regarding a proposed policy that would offer a progression compensation incentive policy. He stated this policy was originally drafted in 2019. This policy would offer an incentive for those receiving certifications as they continue to do so for different levels. Included in the policy was increases for reaching different certification levels. Mr. Poelman stated how proud he was of the current crew and further stated they some of the best in the State. The proposed effective date for this policy would be July 1, 2021. There were no questions or comments. Council offered their appreciation to Mr. Poelman and his entire staff for their outstanding work.

ACTION: Adoption of Policy W&S 2021-01

Motion: Council Member Grannis
Second: Council Member Bunn
Vote: Unanimous

9 STAFF REPORTS

a) Town Manager

Mr. Cappola provided updates and stated he was very happy to have the Contract Procurement Manager position on board. He stated recruitment for the HR Director position is open and he is very encouraged by the applicants. He further stated we are currently recruiting for Planning Director. There was discussion regarding the Council Special Session regarding parking and staff moving forward to determine a date that works for most stakeholders. It was stated that July 14, 2021 was the tentative date. Council Member Bunn stated he has had some discussion with folks about downtown parking. He asked if we could send out survey to stakeholders and get feedback and once feedback is received back look at results. Council Member Grannis stated he did not disagree but felt we also needed to look at parking requirements ordinances to see if they need updating. He is concerned that current ordinances could turn away very viable businesses. Mr. Cappola asked for clarification regarding next steps. Mayor felt we needed to proceed with work session to learn more about parking ordinances, etc. He further stated he agreed it is imperative to get feedback as well. Council Member Grannis questioned the possibility of having the survey sent out and returned by the July 14, 2021 special meeting date. Mr. Cappola stated he felt we could gather this information and still stay on track for July 14 meeting. Mayor just wanted to confirm council has enough time to read all information in preparation for meeting. Mr. Cappola stated that would definitely happen.

b) Town Attorney

Offered acknowledgement of NC State world series.

c) Town Clerk

d) Other Staff

- Square to Square Festival Update

Presenters: Amy Shearin & Patrick Pierce

Ms. Shearin and Mr. Pierce provided an update about concerts being back on for this summer. It was stated that the concert to be held on August 19, 2021 will be 19 Aaron Hamm and Jonathan Parks and The Embers will be on the schedule for September.

Additional details were provided about the July 3 festival; Square to Square. It was stated there would be many events taking place to include, free snow cones, watermelon, hot dog eating contest, bicycle parade and many other great family events and activities.

Mayor offered his thanks.

10 OTHER BUSINESS

- a) Informal Discussion & Public Comment
- b) Council Comments

Council Member Holder raised concern about golf carts. He stated in Glen Laurel, there is a good amount of golf carts driving on the roads with many of them not being street legal. Chief Tart confirmed it is required that golf carts have signals, registration, seat belts, lights and more to be considered street legal. Council Member Holder stated he was very concerned and hoped it would be addressed in Glen Laurel. Mayor McLeod asked if the HOA was involved up to this point. It was consensus that Chief Tart will take the lead and the HOA will be contacted to advise that enforcement concerning this issue will be taken.

Mayor asked for update on employee with COVID and asked for continued thoughts and prayers.

It was stated that Donna Bailey Taylor of the JC Visitors Bureau advised of a possible grant for Town of Clayton regarding establishing a permanent location for the Farmers Market with regard to a permanent structure. Everyone was asking to consider possible locations. Chief Barbee spoke about possible location for growth. Ms. Shearin will reach out to Ms. Taylor with suggestions and ideas. It was stated this grant would be for up to \$500,000.

The Mayor offered his sincere thanks for the outpouring of love and support in loss of his Mom.

The Mayor spoke about a recently received email about concerns about art and he stated that art is supposed to evoke conversation. He shared his thanks citizen sharing their thoughts and opinions.

Council Member Holder spoke about the NC State \$6 million surplus and stated he felt half of that amount should go for road improvement and the other half for municipalities and infrastructure. Mayor agreed and stated staff had been in contact with representatives and had shared our input.

11 ADJOURNMENT

- a) Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 7:34 p.m.

ACTION: Motion to Adjourn

Motion: Council Member Bunn
Second: Council Member Holder
Vote: Unanimous

Duly adopted this the 19th day of July, 2021 while in regular session.

Jody L. McLeod
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk



Town Council Agenda Cover Sheet

Meeting Date

July 19, 2021

Agenda Location

New Business

Item Title

Construction Contract - Ground Water Storage Tank

Presenter

Joshua Baird – Engineering Director

Summary/Description

As Clayton continues to rapidly grow, the demand for and usage of water continues to grow. The State of North Carolina requires that water systems have at least half of their average daily demand in storage (elevated or ground). To meet this requirement with Clayton's growth, additional storage needs to be added to the system. Staff have worked with County staff to secure additional contractual storage from the County, however, there is still a need to add additional storage to keep up with growth. Staff anticipate and are planning for two additional 1 million gallon elevated tanks in the future; however, with current status of water demand a near term solution is required to meet State requirements. Staff have previously discussed conversion of a water storage tank at Caterpillar. Upon further analysis, there are several hurdles to converting this particular tank and adding it to the Town system. A few of these include extensive water line extension, agreements, easements, and retaining appropriate fire protection for Caterpillar facility.

With the hurdles to converting the Caterpillar tank, Town staff have evaluated other options and identified a used 500,000 gallon ground storage tank that is not being utilized by another water system. Staff have negotiated with R.E. McLean Tank to purchase the tank and re-locate it to Town property where it can be added to Town water system. Staff and consultant have evaluated multiple Town properties and have determined Fire Station 2 is the ideal location due to the existing infrastructure. Proposed contract is based on standard EJCDC documents and has been reviewed Town's contract manager. Staff recommend proceeding with installation of the ground storage tank to add additional storage to Town's system in a relatively short amount of time. Staff have thoroughly searched for other used tanks as other options to compare but have been unable to find other options in this size range. Cost to re-locate and erect the tank with foundation is \$468,930. Current Purchasing Policy requires projects over \$300,000 to be approved by Town Council. Staff request Town Council Authorize Town Manager or designee to execute construction contract and any change orders required to complete the project.

Requested Action

Approval/Denial

Funding Source (If Applicable):

FY 22 Budgeted item – Caterpillar Tank Conversion

Cost: N/A Yes ☒ No ☐

Additional Documents to be Included in Agenda Packet

Agreement section (C-520) of proposed contract documents
R.E. McLean, Inc Proposal dated July 13, 2021

Meeting Timeline

Click or tap here to enter text.

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the controlling Laws and Regulations.

**AGREEMENT
BETWEEN OWNER AND CONTRACTOR FOR
CONSTRUCTION CONTRACT (STIPULATED PRICE)**

Prepared by



Issued and Published Jointly by



Endorsed by



EJCDC® C-520 (Rev. 1), Agreement Between Owner and Contractor for Construction Contract (Stipulated Price).
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INTRODUCTION

This Agreement between Owner and Contractor for Construction Contract (Stipulated Price) ("Agreement") has been prepared for use with the Suggested Instructions to Bidders for Construction Contracts ("Instructions to Bidders") (EJCDC® C-200, 2013 Edition); the Suggested Bid Form for Construction Contracts ("Bid Form") (EJCDC® C 410, 2013 Edition); and the Standard General Conditions of the Construction Contract ("General Conditions") (EJCDC® C-700, 2013 Edition). Their provisions are interrelated, and a change in one may necessitate a change in the others. See also the Guide to the Preparation of Supplementary Conditions (EJCDC® C-800, 2013 Edition), and the Commentary on the 2013 EJCDC Construction Documents (EJCDC® C-001, 2013 Edition).

In construction contracting, as a general matter the "agreement" is the legal instrument executed (signed) by the project owner and the construction contractor, binding the parties to the terms of the contract. See CSI Project Delivery Practice Guide (2011), Section 11.1.2, p. 210, and CSI Construction Specification Practice Guide (2011), Section 5.1, p. 75. This EJCDC Agreement form serves that basic function, by identifying the parties and Contract Documents, and establishing the Contract Price and Contract Times. This Agreement form is specifically intended for stipulated price (fixed price) contracts—that is, contracts in which Owner and Contractor identify specific lump sums and unit prices as Contractor's compensation for performing the Work. For construction contracts in which the Contract Price is primarily based on costs incurred during construction, users should select EJCDC® C-525, Agreement between Owner and Contractor for Construction Contract (Cost-Plus).

This Agreement form is drafted to be flexible enough to be used on projects that are competitively bid, and for public and private contracts that are negotiated or awarded through a proposal process or otherwise. On competitively bid projects, the following documentary information would typically be made available to bidders:

- Bidding Requirements, which include the Advertisement or invitation to bid, the Instructions to Bidders, and the Bid Form that is suggested or prescribed, all of which provide information and guidance for all Bidders, and Bid Form supplements (if any) such as Bid Bond and Qualifications Statement.
- Contract Documents, which include the Agreement, performance and payment bonds, the General Conditions, the Supplementary Conditions, the Drawings, and the Specifications.
- Documents referred to in the Supplementary Conditions or elsewhere as being of interest to bidders for reference purposes, but which are not Contract Documents.

Together, the Bidding Requirements and the Contract Documents are referred to as the Bidding Documents. (The terms "Bidding Documents," "Bidding Requirements," and "Contract Documents" are defined in Article 1 of the General Conditions.) The Bidding Requirements are not Contract Documents because much of their substance pertains to the relationships prior to the award of the Contract and has little effect or impact thereafter. Many contracts are awarded without even going through a bidding process, and thus have no Bidding Requirements, illustrating that the bidding items are typically superfluous to the formation of a binding and comprehensive construction contract. In some cases, however, a bid or proposal will contain numerous line items and their prices; in such case the actual bid or proposal document may be attached as an exhibit to the Agreement to avoid extensive rekeying.

Suggested provisions are accompanied by “Notes to User” and bracketed notes and prompts to assist in preparing the Agreement. The provisions have been coordinated with the other forms produced by EJCDC. Much of the language should be usable on most projects, but modifications and additional provisions will often be necessary. When modifying the suggested language or writing additional provisions, the user must check the other documents thoroughly for conflicts and coordination of terms, and make appropriate revisions in all affected documents.

All parties involved in construction projects benefit significantly from a standardized approach in the location of subject matter throughout the documents. Experience confirms the danger of addressing the same subject matter in more than one location; doing so frequently leads to confusion and unanticipated legal consequences. When preparing documents for a construction project, careful attention should be given to the guidance provided in EJCDC® N-122/AIA® A521, Uniform Location of Subject Matter (2012 Edition), available at no charge from the EJCDC website, www.ejcdc.org, and from the websites of EJCDC’s sponsoring organizations.

CSI MasterFormat™ (50-Division format) designates Document “00 52 XX” for various forms of the owner-contractor agreement. If this format is used, the first page of the Agreement would be numbered 00 52 13-1 (or other appropriate third pair of numbers, in accordance with MasterFormat™).

Instructions and restrictions regarding the use of this document are set out in the License Agreement that accompanied the document at the time of purchase. To prepare the Agreement for inclusion in a Project Manual or for use in a specific contractual engagement, (1) remove the cover pages and this Introduction, (2) fill in Project-specific information and make revisions to the Agreement, following the guidance in the Notes to Users and bracketed notes and prompts, and the advice of legal counsel, and (3) delete the Notes to Users and bracketed notes and prompts.

**AGREEMENT
BETWEEN OWNER AND CONTRACTOR
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)**

THIS AGREEMENT is by and between Town of Clayton ("Owner") and
R.E. McLean Tank Company, Inc. ("Contractor").

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

ARTICLE 2 – THE PROJECT

- 2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: Furnish and install reconditioned approximately 500,000 Gallon, GDT 46'6" dia. By 40' tall for water storage with self-supported dome roof.

ARTICLE 3 – ENGINEER

- 3.01 The part of the Project that pertains to the Work has been designed by n/a.
- 3.02 The Owner has retained Timmons Group ("Engineer") to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

- 4.01 *Time of the Essence*
- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.
- 4.02 *Contract Times: Dates*
- A. The Work will be substantially completed on or before December 1, 2021, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before January 1, 2022.
- 4.03 *Liquidated Damages*
- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. Substantial Completion: Contractor shall pay Owner \$100.00 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified in Paragraph 4.02.A above for Substantial Completion until the Work is substantially complete.
2. Completion of Remaining Work: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner \$100.00 for each day that expires after such time until the Work is completed and ready for final payment.
3. Liquidated damages for failing to timely attain Substantial Completion and final completion are not additive and will not be imposed concurrently.

4.04 *Special Damages*

- A. In addition to the amount provided for liquidated damages, Contractor shall reimburse Owner (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times, and (2) for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.
- B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), until the Work is completed and ready for final payment.

ARTICLE 5 – CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:
 - A. For all Work other than Unit Price Work, a lump sum of: \$468,930.
All specific cash allowances are included in the above price in accordance with Paragraph 13.02 of the General Conditions.
 - B. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

ARTICLE 6 – PAYMENT PROCEDURES

- 6.01 *Submittal and Processing of Payments*
 - A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.
- 6.02 *Progress Payments; Retainage*
 - A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the 15th day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such

Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract
 - a. 95 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
 - b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less 125 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.

6.04 .

ARTICLE 7 – CONTRACTOR'S REPRESENTATIONS

- 7.01 In order to induce Owner to enter into this Contract, Contractor makes the following representations:
 - A. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.
 - B. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - C. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
 - D. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of

construction to be employed by Contractor; and (3) Contractor's safety precautions and programs.

- E. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
- F. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- G. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- H. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- I. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 8 – CONTRACT DOCUMENTS

8.01 Contents

- A. The Contract Documents consist of the following:
 - 1. This Agreement (pages 1 to 11, inclusive).
 - 2. Performance bond (pages C-610, inclusive).
 - 3. Payment bond (pages C-615, inclusive).
 - 4. General Conditions (pages C-700, inclusive).
 - 5. Supplementary Conditions (pages C-800, inclusive).
 - 6. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid (R.E. McLean Tank Company, INC, dated June 17,2021, inclusive).
 - 7. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Work Change Directives.
 - c. Change Orders.
 - d. Field Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 8.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 9 – MISCELLANEOUS

9.01 *Terms*

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

9.02 *Assignment of Contract*

- A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

9.03 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

9.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

9.05 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

9.06 *Other Provisions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are based on EJCDC® C-700, Standard General Conditions for the Construction Contract, published by the Engineers Joint Contract Documents Committee®, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or “track changes” (redline/strikeout), or in the Supplementary Conditions.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____ (which is the Effective Date of the Contract).

1.

OWNER:

CONTRACTOR:

By: _____

By: _____

Title: _____

Title: _____

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: _____

Attest: _____

Title: _____

Title: _____

Address for giving notices:

Address for giving notices:

License No.: _____
(where applicable)

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

NOTE TO USER: Use in those states or other jurisdictions where applicable or required.

R.E. McLEAN TANK COMPANY, INC.

Telephone: (704) 810-0090
Fax: (704) 810-0460 • E-mail: mclean90@bellsouth.net

Office and Shop:
4950 York Highway (US 321 South)
Gastonia, North Carolina 28052

Mailing Address:
P.O. Box 1062
Gastonia, North Carolina 28053

July 13, 2021

Mr. Byron W. Poelman
Town of Clayton
Clayton, North Carolina

via email: bpoelman@townofclaytonnc.org

**Subject: Furnish and install reconditioned approximately 500,000-Gallon, GST 46' 6" dia.
by 40' tall for water storage with self-supported dome roof**

PROPOSAL

We would propose to furnish and re-erect subject tank at Clayton, North Carolina. We would expect Clayton provide any applicable permits, licenses, etc. associated with this installation. Tank to be built on foundation by other.

We propose to furnish and re-erect subject tank as per its original design. Tank will have standard shell manhole, roof manway, 8' overflow and an 8" flanged inlet/outlet connection near ground level. Tank will have interior and exterior ladders.

We will include a second shell manway as per OSHA requirement. Tank will have a top center vent as per original. Tank would be re-erected and welded on interior and exterior as per standard practice. We would utilize ultrasonic tests for our welds and provide same.

After tank is erected and welded, all interior seams and damaged areas will be sandblasted to SSPC #10. Existing interior coating will be given SSPC #7 brush-off blast. All bare areas will be given a prime coat of Tnemec 20 Series Epoxy. Allowing drying time, complete interior will be given one full finish coat of Tnemec 20 Series Epoxy in contrasting color.

On exterior, all weld seams and damaged areas will be given SSPC #7 brush-off blast. All bare areas will be given a prime coat of Tnemec 20 Series Epoxy. Allowing drying time, complete exterior will be given one full finish coat of Tnemec 73 Series Polyurethane. Completed tank will be guaranteed for one year as typical of new construction.

BOND

Performance and payment bond included.

R.E. McLEAN TANK COMPANY, INC.

FOUNDATION

We can provide a standard ringwall foundation 47' 6" OD x 45' 6" 1D x 3' deep with sand cushion. Owner to provide soil report

CONDITIONS

Owner will furnish 110-volt electrical connections with which to operate our equipment. Owner will insulate or de-energize any electrical lines within fifteen (15) feet and will cooperate in having cars moved from work area. Owner will provide firehose and water outlet of sixteen (16) gallons per minute. Owner will provide proper access road to work site to accommodate tractor, trailer and/or crane as needed.

We will furnish all necessary labor, equipment and materials for the above job. Owner will receive a certificate of insurance covering Workmen's Compensation, Public Liability and Property Damage.

PRICING

Price to furnish, erect and paint tank as described above:
\$435,930.00 plus any applicable taxes.

TERMS:

30% Upon Delivery of Materials to Site;
50% Upon Completion of Construction;
20% Due Upon Completion of Painting.

FOUNDATION:

\$33,000.00, payable upon completion.

R. E. McLEAN TANK COMPANY, INC.

BY: 
H. Edward Jackson, President

ACCEPTED: TOWN OF CLAYTON

By: _____ Date: _____



RATINGS AND INSPECTIONS

Tel 919.647.0000 Fax 919.715.0063

MIKE CAUSEY, INSURANCE COMMISSIONER & STATE FIRE MARSHAL
BRIAN TAYLOR, CHIEF STATE FIRE MARSHAL

July 6, 2021

Halbert L Barbee
Fire Chief
325 West Horne St
Clayton, NC 27528

Re: Clayton Fire Department

Dear Chief Barbee:

Congratulations on your recent improvement to your fire suppression rating!

I commend you and your department for your dedication and commitment to making your community a safer place to live.

I know you are proud of your department's achievement and would like to share this news with the members of your community. I also know that the majority of citizens may not be aware that the rating of their responding fire department directly impacts their property insurance calculations. So I'd like to provide you the enclosed news release to offer to your local media. Feel free to add to it or use it as an example in creating your own. You deserve to brag a little about the expertise of your personnel, which saves homeowners money and, most importantly, makes their lives safer.

It was the pleasure of my staff to work with you and members of your staff during the recent survey of your department. Chief Barbee, I hope that you will take a few minutes to review our rating process and offer any suggestions that you feel may help us to improve our inspections program. Working together, we can continue to make North Carolina a safer place to live and work.

With warmest personal regard, I remain,

Very truly yours,

A handwritten signature in black ink that reads "Mike Causey". The signature is written in a cursive, flowing style.

Mike Causey
Insurance Commissioner, State Fire Marshal

MC/kr



RATINGS AND INSPECTIONS

Tel 919.647.0000 Fax 919.715.0063

MIKE CAUSEY, INSURANCE COMMISSIONER & STATE FIRE MARSHAL
BRIAN TAYLOR, CHIEF STATE FIRE MARSHAL

For Immediate Release

Contact: Marla Sink
(919) 807-6017

July 6, 2021

Fire District Receives New Rating After Inspection

State Officials Award New District Rating

RALEIGH - North Carolina Insurance Commissioner and State Fire Marshal Mike Causey announced today that the following Fire Districts completed their routine inspection and received the listed rating, on listed effective dates. The inspection, conducted by officials with the Department of Insurance Office of State Fire Marshal (OSFM), is required on a regular basis as part of the North Carolina Response Rating System (NCRRS). Among other things, the routine inspections look for proper staffing levels, sufficient equipment, proper maintenance of equipment, communications capabilities and availability of a water source.

District =====	Type =====	Rating =====	Effective =====
Claytex	Rural	2/9E	10/01/2021
Clayton	Municipal	2	10/01/2021

The NCRRS rating system ranges from one (highest) to 10 (not recognized as a certified fire department by the state), with most rural departments falling into the 9S category. While lower ratings do not necessarily indicate poor service, a higher rating does suggest that a department is overall better equipped to respond to fires in its district. Higher ratings can also significantly lower homeowners insurance rates in that fire district.

"I'd like to congratulate Chief Barbee for the department's performance and for the hard work of all the department members," said Commissioner Causey. "The citizens in the Town of these districts should rest easy knowing they have a fine group of firefighters protecting them and their property in case of an emergency."

State law requires OSFM officials to inspect departments serving districts of 100,000 people or less, which makes up all but twelve of the state's fire districts.

-NCDOI-

Public Protection Classification Summary Report

Clayton

NORTH CAROLINA

Prepared by

**North Carolina Department of Insurance
Office of State Fire Marshal
1202 Mail Service Center
Raleigh, NC 27699-1202
(919) 647-0000**

July 6, 2021

North Carolina Department of Insurance/Office of State Fire Marshal



Background Information

Introduction

Office of State Fire Marshal (**OSFM**) collects and evaluates information from communities in North Carolina on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (**FSRS**) and then a Public Protection Classification (**PPC™**) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. OSFM recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow more than 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

OSFM's expert staff collects information about the fire suppression efforts in communities throughout North Carolina. In each of those communities, OSFM analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet OSFM's minimum criteria.

OSFM's PPC program evaluates communities per a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, Telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.
- **Community Risk Reduction**, community efforts to reduce the risk of fire, including fire prevention codes and enforcement, public fire safety education, and fire investigation programs.

Data Collection and Analysis

OSFM has evaluated and classified over 1,200 fire districts across North Carolina using the FSRs. A combination of meetings between trained OSFM field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. For a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. OSFM focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. OSFM reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRs score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply. The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

PPC Grade

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

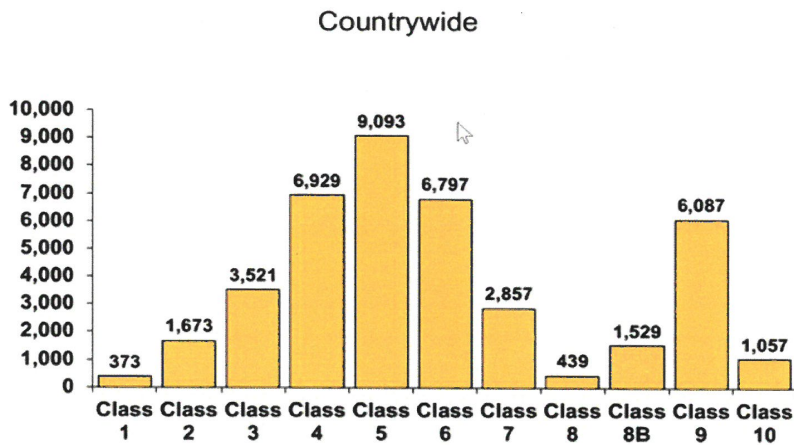
PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

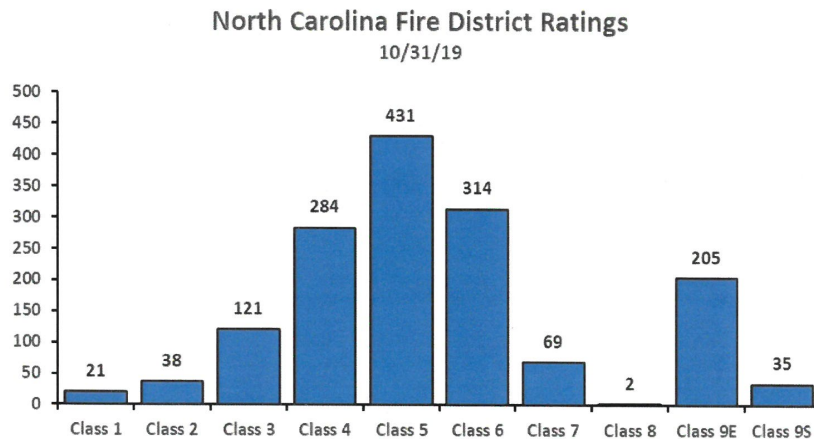
- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum OSFM criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

Distribution of PPC Grades

The 2018 published countrywide distribution of communities by the PPC grade is as follows:



The rating of the 1520 Fire Districts in North Carolina is as follow:



Assistance

OSFM offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. OSFM is also available to assist in the understanding of the details of this evaluation.

PPC Review

OSFM concluded its review of the fire suppression features being provided for Clayton. The resulting community classification is **Class 02**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/9S):

- The first class (e.g., "6" in a 6/9S) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (9S) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement. There is an exception if the district has a 6-mile district then the properties between 5 and 6 miles will receive the rating of 9E
- Class 10 applies to properties over 5 or 6 road miles of a recognized fire station depending on if the district has an approved 6-mile district.
- Specific properties with a Needed Fire Flow more than 3,500 gpm are evaluated separately and assigned an individual classification.

FSRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	1.95	3
440. Credit for Emergency Communications	8.95	10
Fire Department		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.50	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	1.84	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	3.97	10
571. Credit for Company Personnel	10.96	15
581. Credit for Training	8.69	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	36.96	50
Water Supply		
616. Credit for Supply System	23.58	30
621. Credit for Hydrants	2.25	3
631. Credit for Inspection and Flow Testing	7.00	7
640. Credit for Water Supply	32.83	40
Divergence	-1.63	--
1050. Community Risk Reduction	5.00	5.50
Total Credit	82.11	105.50

Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of Telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	Earned Credit	Credit Available
414. Credit Emergency Reporting	3.00	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	1.95	3
Item 440. Credit for Emergency Communications:	8.95	10

Item 414 - Credit for Emergency Reporting (3 points)

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. OSFM uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1 For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.	20.00	20
1. E9-1-1 Wireless Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
2. E9-1-1 Voice over Internet Protocol (VoIP) Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
3. Computer Aided Dispatch Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)	15.00	15
4. Geographic Information System (GIS/AVL) <u>The PSAP uses</u> a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments. The individual fire departments being dispatched <u>do not</u> need GIS/AVL capability to obtain this credit.	15.00	15
Review of Emergency Reporting total:	100.00	100

Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that ninety percent of emergency alarm processing shall be completed within 60 seconds and ninety-nine percent of alarm processing shall be completed within 90 seconds of answering the call.

To receive full credit for operators on duty, OSFM must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
A1. Alarm Receipt (AR) Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	20.00	20
A2. Alarm Processing (AP) Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	20.00	20
B. Emergency Dispatch Protocols (EDP) Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.	20.00	20
C. Telecommunicator Training and Certification (TTC) Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i> , and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i> . Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.	20.00	20
D. Telecommunicator Continuing Education and Quality Assurance (TQA) Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions	20.00	20
Review of Telecommunicators total:	100.00	100

Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC)". This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency". All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. OSFM uses NFPA 1221 to guide the evaluation of this item. OSFM's evaluation also includes a review of the communication system's emergency power supplies.

Item 432 "Credit for Dispatch Circuits (CDC)" = 1.95 points

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. OSFM's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	Earned Credit	Credit Available
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	1.84	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	3.97	10
571. Credit for Company Personnel	10.96	15
581. Credit for Training	8.69	9
730. Credit for Operational Considerations	2.00	2
Item 590. Credit for Fire Department:	36.96	50

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3000 gpm.

Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300-gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

- a) **2 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3000 gpm.
- c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **3 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. OSFM will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but OSFM may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

Item 513 "Credit for Engine Companies (CEC)" = 6.00 points

Item 523 - Credit for Reserve Pumpers (0.50 points)

The item is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

Item 523 "Credit for Reserve Pumpers (CRP)" = 0.50 points

Item 532 – Credit for Pumper Capacity (3 points)

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 3000 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

Item 532 "Credit for Pumper Capacity (CPC)" = 3.00 points

Item 549 – Credit for Ladder Service (4 points)

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRs equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRs recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRs recognizes that there are **0 service companies** in service.

Item 549 "Credit for Ladder Service (CLS)" = 1.84 points

Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)

The next item reviewed is Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)". This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)" = 0.00 points

Item 561 – Deployment Analysis (10 points)

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 “Credit Deployment Analysis (DA)” = 3.97 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited based on the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel, not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **13.07 on-duty personnel** and an average of **0.00 on-call personnel** responding on first alarm structure fires.

Item 571 “Credit for Company Personnel (CCP)” = 10.96 points

Item 581 – Credit for Training (9 points)

Training	Earned Credit	Credit Available
A. Facilities, and Use For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.	33.21	35
B. Company Training For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.	25.00	25
C. Classes for Officers For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.	12.00	12
D. New Driver and Operator Training For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	5.00	5
E. Existing Driver and Operator Training For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	5.00	5
F. Training on Hazardous Materials For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.	1.00	1
G. Recruit Training For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.	3.33	5
H. Pre-Fire Planning Inspections For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.	12.01	12

Item 580 “Credit for Training (CT)” = 8.69 points

Item 730 – Operational Considerations (2 points)

Item 730 "Credit for Operational Considerations (COC)" evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

Operational Considerations	Earned Credit	Credit Available
Standard Operating Procedures The department should have established SOPs for fire department general emergency operations	50	50
Incident Management Systems The department should use an established incident management system (IMS)	50	50
Operational Considerations total:	100	100

Item 730 "Credit for Operational Considerations (COC)" = 2.00 points

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The OSFM field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	Earned Credit	Credit Available
616. Credit for Supply System	23.58	30
621. Credit for Hydrants	2.25	3
631. Credit for Inspection and Flow Testing	7.00	7
Item 640. Credit for Water Supply:	32.83	40

Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the OSFM review.

Where there are 2 or more systems or services distributing water at the same location, credit is given based on the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 “Credit for Supply System (CSS)” = 23.58 points

Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 1245 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets	0
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	1245
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	0
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 “Credit for Hydrants (CH)” = 2.25 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

Frequency of Inspection (FI): Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

Total points for Inspections = 4.00 points

Frequency of Fire Flow Testing (FF): Average interval between the 3 most recent inspections.

Frequency	Points
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

Total points for Fire Flow Testing = 3.00 points

Item 631 "Credit for Inspection and Fire Flow Testing (CIT)" = 7.00 points

Divergence = -1.63

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Community Risk Reduction

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	2.08	2.2
1033. Credit for Public Fire Safety Education (CFSE)	1.82	2.2
1044. Credit for Fire Investigation Programs (CIP)	1.10	1.1
Item 1050. Credit for Community Risk Reduction	5.00	5.50

Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)	Earned Credit	Credit Available
Fire Prevention Code Regulations (PCR) Evaluation of fire prevention code regulations in effect.	10.00	10
Fire Prevention Staffing (PS) Evaluation of staffing for fire prevention activities.	8.00	8
Fire Prevention Certification and Training (PCT) Evaluation of the certification and training of fire prevention code enforcement personnel.	6.00	6
Fire Prevention Programs (PCP) Evaluation of fire prevention programs.	13.83	16
Review of Fire Prevention Code and Enforcement (CPCE) subtotal:	37.83	40

Item 1033 – Credit for Public Fire Safety Education (2.2 points)	Earned Credit	Credit Available
Public Fire Safety Educators Qualifications and Training (FSQT) Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	10.00	10
Public Fire Safety Education Programs (FSP) Evaluation of programs for public fire safety education.	23.00	30
Review of Public Safety Education Programs (CFSE) subtotal:	33.00	40

Item 1044 – Credit for Fire Investigation Programs (1.1 points)	Earned Credit	Credit Available
Fire Investigation Organization and Staffing (IOS) Evaluation of organization and staffing for fire investigations.	8.00	8
Fire Investigator Certification and Training (IQT) Evaluation of fire investigator certification and training.	6.00	6
Use of National Fire Incident Reporting System (IRS) Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
Review of Fire Investigation Programs (CIP) subtotal:	20.00	20

Summary of PPC Review

for

Clayton

FSRS Item	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	1.95	3
440. Credit for Emergency Communications	8.95	10
Fire Department		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	1.84	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	3.97	10
571. Credit for Company Personnel	10.96	15
581. Credit for Training	8.69	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	36.96	50
Water Supply		
616. Credit for Supply System	23.58	30
621. Credit for Hydrants	2.25	3
631. Credit for Inspection and Flow Testing	7.00	7
640. Credit for Water Supply	32.83	40
Divergence	-1.63	--
1050. Community Risk Reduction	5.00	5.50
Total Credit	82.11	105.5

Final Community Classification = 02

Public Protection Classification Summary Report

Claytex FD

NORTH CAROLINA

Prepared by

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Office of State Fire Marshal
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North Carolina Department of Insurance/Office of State Fire Marshal

Background Information

Introduction

Office of State Fire Marshal (**OSFM**) collects and evaluates information from communities in North Carolina on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (**FSRS**) and then a Public Protection Classification (**PPC™**) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. OSFM recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow more than 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

OSFM's expert staff collects information about the fire suppression efforts in communities throughout North Carolina. In each of those communities, OSFM analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet OSFM's minimum criteria.

OSFM's PPC program evaluates communities per a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, Telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.
- **Community Risk Reduction**, community efforts to reduce the risk of fire, including fire prevention codes and enforcement, public fire safety education, and fire investigation programs.

Data Collection and Analysis

OSFM has evaluated and classified over 1,200 fire district across North Carolina using the FSRS. A combination of meetings between trained OSFM field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. For a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. OSFM focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. OSFM reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply. The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

PPC Grade

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

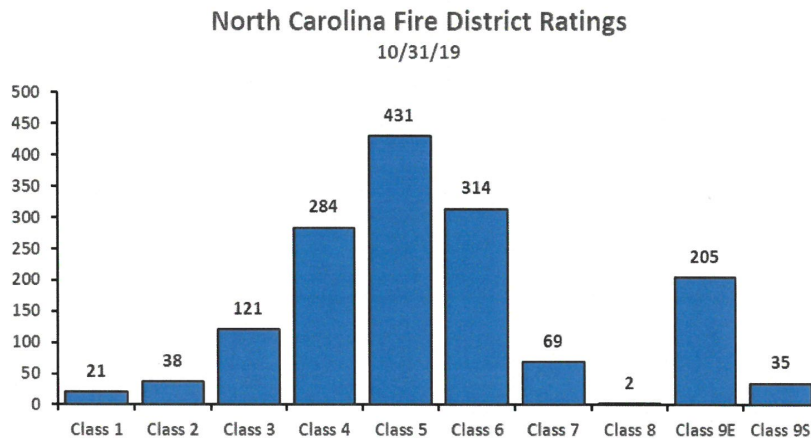
- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum OSFM criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

Distribution of PPC Grades

The 2018 published countrywide distribution of communities by the PPC grade is as follows:



The rating of the 1520 Fire Districts in North Carolina is as follow:



Assistance

OSFM offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. OSFM is also available to assist in the understanding of the details of this evaluation.

PPC Review

OSFM concluded its review of the fire suppression features being provided for Claytex FD. The resulting community classification is **Class 02/09**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/9S):

- The first class (e.g., "6" in a 6/9S) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (9S) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- **Alternative Water Supply:** The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement. There is an exception if the district has a 6-mile district then the properties between 5 and 6 miles will receive the rating of 9E
- Class 10 applies to properties over 5 or 6 road miles of a recognized fire station depending on if the district has an approved 6-mile district.
- Specific properties with a Needed Fire Flow more than 3,500 gpm are evaluated separately and assigned an individual classification.

FIRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	1.95	3
440. Credit for Emergency Communications	8.95	10
Fire Department		
513. Credit for Engine Companies	4.00	6
523. Credit for Reserve Pumpers	0.50	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	4.00	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	1.30	10
571. Credit for Company Personnel	17.53	15
581. Credit for Training	8.69	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	41.02	50
Water Supply		
616. Credit for Supply System	19.29	30
621. Credit for Hydrants	2.25	3
631. Credit for Inspection and Flow Testing	7.00	7
640. Credit for Water Supply	28.54	40
Divergence	-2.14	--
1050. Community Risk Reduction	5.01	5.50
Total Credit	81.38	105.50

Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of Telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	Earned Credit	Credit Available
414. Credit Emergency Reporting	3.00	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	1.95	3
Item 440. Credit for Emergency Communications:	8.95	10

Item 414 - Credit for Emergency Reporting (3 points)

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. OSFM uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1 For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.	20.00	20
1. E9-1-1 Wireless Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
2. E9-1-1 Voice over Internet Protocol (VoIP) Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
3. Computer Aided Dispatch Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)	15.00	15
4. Geographic Information System (GIS/AVL) <u>The PSAP uses</u> a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments. The individual fire departments being dispatched <u>do not</u> need GIS/AVL capability to obtain this credit.	15.00	15
Review of Emergency Reporting total:	100.00	100

Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that ninety percent of emergency alarm processing shall be completed within 60 seconds and ninety-nine percent of alarm processing shall be completed within 90 seconds of answering the call.

To receive full credit for operators on duty, OSFM must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
A1. Alarm Receipt (AR) Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	20.00	20
A2. Alarm Processing (AP) Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	20.00	20
B. Emergency Dispatch Protocols (EDP) Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.	20.00	20
C. Telecommunicator Training and Certification (TTC) Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i> , and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i> . Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.	20.00	20
D. Telecommunicator Continuing Education and Quality Assurance (TQA) Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions	20.00	20
Review of Telecommunicators total:	100.00	100

Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC)". This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency". All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. OSFM uses NFPA 1221 to guide the evaluation of this item. OSFM's evaluation also includes a review of the communication system's emergency power supplies.

Item 432 "Credit for Dispatch Circuits (CDC)" = 1.95 points

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. OSFM's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	Earned Credit	Credit Available
513. Credit for Engine Companies	4.00	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	4.00	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	1.30	10
571. Credit for Company Personnel	17.53	15
581. Credit for Training	8.69	9
730. Credit for Operational Considerations	2.00	2
Item 590. Credit for Fire Department:	41.02	50

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3000 gpm.

Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300-gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

- a) **2 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3000 gpm.
- c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **2 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. OSFM will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but OSFM may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

Item 513 "Credit for Engine Companies (CEC)" = 4.00 points

Item 523 - Credit for Reserve Pumpers (0.50 points)

The item is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

Item 523 "Credit for Reserve Pumpers (CRP)" = 0.50 points

Item 532 – Credit for Pumper Capacity (3 points)

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 3000 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

Item 532 "Credit for Pumper Capacity (CPC)" = 3.00 points

Item 549 – Credit for Ladder Service (4 points)

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **0 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **1 service companies** in service.

Item 549 "Credit for Ladder Service (CLS)" = 4.00 points

Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)

The next item reviewed is Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)". This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)" = 0.00 points

Item 561 – Deployment Analysis (10 points)

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 “Credit Deployment Analysis (DA)” = 1.30 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 "Credit for Company Personnel (CCP)" reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, "Kelley" days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited based on the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel, not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **13.07 on-duty personnel** and an average of **0.00 on-call personnel** responding on first alarm structure fires.

Item 571 "Credit for Company Personnel (CCP)" = 17.53 points

Item 581 – Credit for Training (9 points)

Training	Earned Credit	Credit Available
A. Facilities, and Use For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.	33.21	35
B. Company Training For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.	25.00	25
C. Classes for Officers For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.	12.00	12
D. New Driver and Operator Training For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	5.00	5
E. Existing Driver and Operator Training For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	5.00	5
F. Training on Hazardous Materials For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.	1.00	1
G. Recruit Training For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.	3.33	5
H. Pre-Fire Planning Inspections For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.	12.00	12

Item 580 “Credit for Training (CT)” = 8.69 points

Item 730 – Operational Considerations (2 points)

Item 730 “Credit for Operational Considerations (COC)” evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

Operational Considerations	Earned Credit	Credit Available
Standard Operating Procedures The department should have established SOPs for fire department general emergency operations	50	50
Incident Management Systems The department should use an established incident management system (IMS)	50	50
Operational Considerations total:	100	100

Item 730 “Credit for Operational Considerations (COC)” = 2.00 points

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The OSFM field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	Earned Credit	Credit Available
616. Credit for Supply System	19.29	30
621. Credit for Hydrants	2.25	3
631. Credit for Inspection and Flow Testing	7.00	7
Item 640. Credit for Water Supply:	28.54	40

Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the OSFM review.

Where there are 2 or more systems or services distributing water at the same location, credit is given based on the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 “Credit for Supply System (CSS)” = 19.29 points

Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 200 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets	0
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	200
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	0
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 “Credit for Hydrants (CH)” = 2.25 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

Frequency of Inspection (FI): Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

Total points for Inspections = 4.00 points

Frequency of Fire Flow Testing (FF): Average interval between the 3 most recent inspections.

Frequency	Points
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

Total points for Fire Flow Testing = 3.00 points

Item 631 "Credit for Inspection and Fire Flow Testing (CIT)" = 7.00 points

Divergence = -2.14

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Community Risk Reduction

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	2.09	2.2
1033. Credit for Public Fire Safety Education (CFSE)	1.82	2.2
1044. Credit for Fire Investigation Programs (CIP)	1.10	1.1
Item 1050. Credit for Community Risk Reduction	5.01	5.50

Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)	Earned Credit	Credit Available
Fire Prevention Code Regulations (PCR) Evaluation of fire prevention code regulations in effect.	10.00	10
Fire Prevention Staffing (PS) Evaluation of staffing for fire prevention activities.	8.00	8
Fire Prevention Certification and Training (PCT) Evaluation of the certification and training of fire prevention code enforcement personnel.	6.00	6
Fire Prevention Programs (PCP) Evaluation of fire prevention programs.	14.00	16
Review of Fire Prevention Code and Enforcement (CPCE) subtotal:	38.00	40

Item 1033 – Credit for Public Fire Safety Education (2.2 points)	Earned Credit	Credit Available
Public Fire Safety Educators Qualifications and Training (FSQT) Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	10.00	10
Public Fire Safety Education Programs (FSP) Evaluation of programs for public fire safety education.	23.00	30
Review of Public Safety Education Programs (CFSE) subtotal:	33.00	40

Item 1044 – Credit for Fire Investigation Programs (1.1 points)	Earned Credit	Credit Available
Fire Investigation Organization and Staffing (IOS) Evaluation of organization and staffing for fire investigations.	8.00	8
Fire Investigator Certification and Training (IQT) Evaluation of fire investigator certification and training.	6.00	6
Use of National Fire Incident Reporting System (IRS) Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
Review of Fire Investigation Programs (CIP) subtotal:	20.00	20

Summary of PPC Review

for

Claytex FD

FSRS Item	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	1.95	3
440. Credit for Emergency Communications	8.95	10
Fire Department		
513. Credit for Engine Companies	4.00	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	4.00	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	1.30	10
571. Credit for Company Personnel	17.53	15
581. Credit for Training	8.69	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	41.02	50
Water Supply		
616. Credit for Supply System	19.29	30
621. Credit for Hydrants	2.25	3
631. Credit for Inspection and Flow Testing	7.00	7
640. Credit for Water Supply	28.54	40
Divergence	-2.14	--
1050. Community Risk Reduction	5.01	5.50
Total Credit	81.38	105.5

Final Community Classification = 02/09

Survey Date: April 12, 2021

*** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

Survey Date: April 12, 2021

*** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for fire rescue duration of (C) minutes at (D) gallons per minute.