

NORTH CAROLINA
COUNTY OF GREENE

The Greene County Board of Commissioners met in regular session on Monday, April 15, 2024, at 7:00 p.m. in the Greene County Operations Center. Present for the meeting: Chairman Bennie Heath, Vice Chairman James T. Shackelford Jr, Commissioners Jerry Jones, Derek Burrell, and Ray Johnson. County Manager Kyle DeHaven, County Attorney Gay Stanley, and Deputy Clerk Kathy Mooring.

A. Call to Order

Chairman Bennie Heath called the meeting to order at 7:00 p.m., and asked Commissioner Johnson to give the Invocation and lead the Pledge to the Flag.

There were eight Greene County staff and seventeen persons from the public in attendance.

B. Approval of Agenda

Chairman Heath asked if there were any changes to the proposed Agenda. Seeing as none, he called for a motion.

On motion by Commissioner Jones and seconded by Commissioner Johnson, the Board voted unanimously to approve the agenda.

C. Consent Agenda

Chairman Heath asked for any changes/corrections to the Consent Agenda. Seeing as none, he called for a motion to approve.

On motion by Commissioner Jones and second by Commissioner Johnson, the Board voted unanimously to approve the Consent Agenda as presented.

- April 1, 2024 Regular Meeting Minutes
- Release/Refunds
- Monthly Collection Report
- Consideration of Late Present Use Value Application
- Finance Report
- Budget Amendment; Senior Center (4)
- Budget Amendment; Public Works

Refunds: NCVTS Tax & Tag

Wayne County (for James David Etheridge, Jr)	\$179.30	Sherena Lynn Suggs	\$87.60	Tiffany Lee Smith	\$63.36
Timothy Carroll Wood	\$135.30	Praxediz Gonzalez-Almazan	\$10.90		

D. Board of Equalization and Review

1. Chairman Heath recessed the Greene County Board of Commissioners and reconvened the Greene County Board of Equalization and Review.

2. Stephanie Wiggins stated she has not received any request for review and nobody present had any requests for review.

3. Ms. Wiggins asked the Chairman to adjourn the Board of Equalization & Review for 2024.

4. Chairman Heath adjourned the Board of Equalization and Review and reconvened the Board of Commissioners.

E. Public Comments

None

F. Presentations

1. Ms. Sharon Harrison, Greene County Senior Center. Ms. Harrison presented the 2024 recipients of the Governors Volunteer Service Awards. The North Carolina Commission on Volunteerism and Community Service has presented the 2024 Governor's Volunteer Service Award to Lynwood Bunn, Robert Daugherty, Lemual Allan Harper, Tony Shingleton and Melva Lee Taylor from Greene County. (See attached)

2. Brock Kearney; National Public Safety Telecommunications Week. Mr. Kearney, Emergency Services Director presented a Resolution declaring April 14 – 20, 2024 as National Public Safety Telecommunicators Week. Mr. Kearney read the Resolution and asked for the Boards approval.

On motion by Commissioner Jones and second by Commissioner Shackleford, the Board voted unanimously to approve the Resolution.

3. Brock Kearney; Fireworks Request. Mr. Kearney, Emergency Services Director presented a request to display fireworks in the County. He reviewed the company in charge, the organization they will be providing the display for, as well as the location and duration.

On motion by Commissioner Jones and seconded by Commissioner Johnson, the Board voted unanimously approved the fireworks display.

4. Aaron Bowden. Mr. Bowden gave a presentation of the BMAP Program in Greene County. He handed out a Greene County BMAP Summary Report 2018-2024. (See attached) Commissioner Jones said more money is needed for this problem and the government needs to get a handle on this situation. After it was revealed that each county is assigned an equal amount of funding, Mr. Bowden stated he does not see an increase in funding for the program in the near future, Commissioner Burress stated that if the Commissioners were unable to convince the legislators to increase the overall funding for the program, perhaps the Commissioners could possibly persuade them to change the way the program is funded based on the number of affected waterways in each county.

5. Dave Peterson; Trillium. Mr. Peterson gave a presentation on Trillium Health Services. He noted Trillium serves 46 counties since February 1, 2024. People will have access to care 24/7, 365 days a year, people can call 1-877-685-2415. They are expecting to go live July 1, 2024.

6. Trey Cash, Economic Development Incentives Revision. Mr. Cash presented the Greene County Economic Development Incentive Policy. He stated this policy aligns with the Board's strategic vision of innovating and growing our 21st-century economy to enhance prosperity across our community. By adopting this policy, the Board will empower the county to encourage business development, retention, and recruitment, while fostering a tax environment conducive to substantial capital investment and job creation. The policy ensures that no incentive grant exceeds the amount of taxes paid by the company on the new investment in that calendar year, safeguarding against overpayment and maintaining fiscal responsibility.

On motion by Commissioner Jones and seconded by Commissioner Shackelford, the Board voted unanimously to approve the Economic Development Incentive Policy.

G. County Manager

1. Mr. DeHaven brought back the need to appoint another person to the Trillium Regional Advisory Board. The statute requires this appointment to be someone with a background in law, finances, health and/or social services background. Commissioner Jones nominated the County Manager Kyle DeHaven and Commissioner Johnson seconded this nomination. Commissioner Shackelford feels it should be somebody from the community that has these qualifications, not that the County Manager does not have these qualifications. Commissioner Burress agrees with Commissioner Shackelford because he feels the County Manager has enough on his plate. Commissioner Burress noted the Health Department Finance Officer would probably be a good

fit for this position. Commissioner Jones rescinded his motion to nominate the County Manager and Chairman Heath accepted the rescinding of the motion and asked this be brought back in a month to advertise the position and see if someone else would accept being nominate and willing to serve on this advisory board.

2. Mr. DeHaven next presented a budget amendment for the Landfill to appropriate funds for the purchase of a Compactor. The proposed compactor is a refurbished machine from Best Equipment. The cost of the machine is \$368k. It is a CAT 826G. A new machine is \$1m+ and our public works director believes this machine will meet our needs for the foreseeable future. The cost to ship the machine is just over \$15k. The budget amendment covers the total amount for the machine and freight.

On motion by Commissioner Jones and seconded by Commissioner Shackleford, the Board voted unanimously to approve the budget amendment.

3. Mr. DeHaven next presented a Proclamation for Child Abuse Awareness Month that was submitted by our DSS Director.

On motion by Commissioner Jones and seconded by Commissioner Shackleford, the Board voted unanimously to declare April 2024 as Child Abuse Awareness Month.

4. Mr. DeHaven next presented a request from Dr. Rusty Hunt to have Commissioner Jerry Jones reappointed to the Lenoir Community College Board of Trustees. Commissioner Burress stated if this seat is not required to be a Commissioner, we should follow our standard policies and procedures for appointing members to boards like this.

On motion by Commissioner Shackleford and seconded by Commissioner Johnson, the Board voted 4 – 1 (Commissioner Burress) to approve reappointing Commissioner Jones to the LCC Board of Trustees.

5. Mr. DeHaven next presented a request from Transportation to approve a updated Drug & Alcohol Policy. This stems from an update in FTA regulation 49 CFR part 40 or part 655.

On motion by Commissioner Jones and seconded by Commissioner Johnson, the Board voted unanimously to approve the updated Drug & Alcohol Policy for Transportation.

6. Mr. DeHaven next presented Change Order request #2 for EMS Station 3. He stated awnings were not included in the RFP and are considered an add-on to the current contract. The total cost to add 3 Sunbrella awnings and have them installed is \$5,557. Commissioner Burress is against

this change order because if they had seen the original plans they may have identified these types of oversights and avoided the need for these change orders.

On motion by Commissioner Jones and seconded by Commissioner Johnson, the Board voted 4 – 1 (Commissioner Burress) to approve the change order.

7. Mr. DeHaven next presented the 2024 CWRAR Grant for acceptance. The Division of Environment Assistance and Customer Service has awarded the 2024 Community Waste Reduction and Recycling grant proposal to Greene County totaling \$30,000. The total cost of the project is \$36,000, leaving \$6,000 as a County match. This amount has been included in the 24-25 budget proposal from the Landfill department.

On motion by Commissioner Jones and seconded by Commissioner Shackleford, the Board voted unanimously to accept the 2024 CWRAR Grant.

8. Mr. DeHaven next presented for informational purposes for the Board, a list of Board openings.

H. County Attorney Report

No comments.

I. Commissioner's Report and Recommendations

Chairman Heath had a few announcements: Senior Center Bake Sale, Wednesday April 17th, 8 to 4:30, Sheriff's Medicine take back event April 17th starting at 9 a.m., Boys & Girls Club Breakfast will be on April 23rd at 7:30 a.m., Special Olympics at Greene Central on April 26th starting at 10 a.m. and also it is National Animal Control Week this week.

J. Closed Session – Economic Development

Motion/Second into Closed Session: Commissioners Jones/Johnson

Motion/Second out of Closed Session: Commissioners Jones/Johnson

K. ADJOURN

On motion by Commissioner Jones and second by Commissioner Johnson to adjourn the meeting, the Board voted unanimously to adjourn. The meeting adjourned at 8:35 p.m.


Bennie Heath, Chairman

Attest:




Kyle J. DeHaven, Clerk to the Board

Board of Commissioners
Bennie Heath – Chairman
James T. Shackelford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones



County Manager
Kyle J. DeHaven
County Attorney
Gay Stanley
Finance Director
Sandy Shirtz

2024 GOVERNOR'S VOLUNTEER SERVICE AWARD RECIPIENTS

Outstanding Volunteers in Greene County Are Recognized

April 15th, 2024 (Snow Hill, NC) – The North Carolina Commission on Volunteerism and Community Service has presented the 2024 Governor's Volunteer Service Award to **Lynwood Bunn, Robert Daugherty, Lemuel Allan Harper, Tony Shingleton, and Melva Lee Taylor** from Greene County. The Governor's Volunteer Service Award honors people who have shown concern and compassion for their neighbors by making a significant contribution to their community through volunteer service. The award was created in the Office of the Governor in 1979 to honor outstanding volunteers throughout the State. Recipients will be honored at the Greene County Commissioners Meeting on Monday, April 15th at 7pm. Commissioner's Meetings are held at the Greene County Communications Center, 312 SE Second Street, Snow Hill, NC.

Local award recipients and a description of their volunteer service:

Lynwood Bunn: Lynwood Bunn was nominated in the areas of **Individual & Volunteer Fire Chief**. Lynwood was nominated by Jason Chase and Todd Whaley, members of the Snow Hill Rural Fire Department for his dedication as Fire Chief with the Snow Hill Volunteer Fire Department over the past 12 years, and always being available to lend a hand to those in need.

Robert Daugherty: Robert Daugherty was nominated in the areas of **Senior, Individual, Disaster, and Lifetime Achievement**. Robert was nominated by Billy Adams and Russ Britt-members of the Scuffleton Rural Fire Association and Derek Burress-County Commissioner, for his commitment to educating rural fire and rescue departments, and service since 2005 as Volunteer and now chief of the Scuffleton Rural Fire Association. In addition to formal instruction, Robert has over 30 years of experience as a fireman and EMT.

Lemuel Allan Harper: Allan Harper was nominated in the areas of **Senior, Individual, and Lifetime Achievement**. Allan was nominated by Lloyd Carter Jr. and Teresa Burress, members of the Fort Run Volunteer Fire Department for support of community and those in need as a Deacon and Trustee for Davis Grove Baptist Church, active volunteer with the NC Horse Council, Hurricane Katrina Relief Volunteer, and active member of Fort Run Volunteer Fire Department. Allan has also volunteered with many groups in NC to include the NC High School Rodeo, NC Trail Challenge, Masonic Lodge, Shriners Horse Patrol, and most recently, provided use of his livestock and equipment for a successful fundraiser for the Greene County Senior Center in Snow Hill.

Tony Shingleton: Tony Shingleton was nominated in the areas of **Individual and Lifetime Achievement**. Tony Shingleton was nominated by Lynwood Bunn-SHVFD, Greg Johnson-HVFD, and Derek Burress-Commissioner for a lifetime of selfless volunteerism including his service with the Snow Hill Volunteer Fire Department and using his culinary skills and equipment to support countless community plate sales for Churches, Fire Departments, and families in need. Tony's compassion for others serves the whole community, regardless of race, religion, or background, which epitomizes the true ethos of this award.

Melva Lee Taylor: Melva Lee Taylor was nominated in the areas of **Individual, Health & Human Services, Lifetime Achievement, Seniors, and Historically Underserved Populations**. Melva was nominated by Anna Moore and Renate Harper, staff members at the Greene County Senior Center. Volunteering at the Senior Center since 2007, she averages at least 5 hours a week managing the weekly Jewelry Making Classes and organizing Produce Distribution on Mondays to include sorting and supervising as participants select items of produce. Miss Lee, as affectionately known, is a wonderful volunteer, helping others with craft projects and activities on a daily basis.

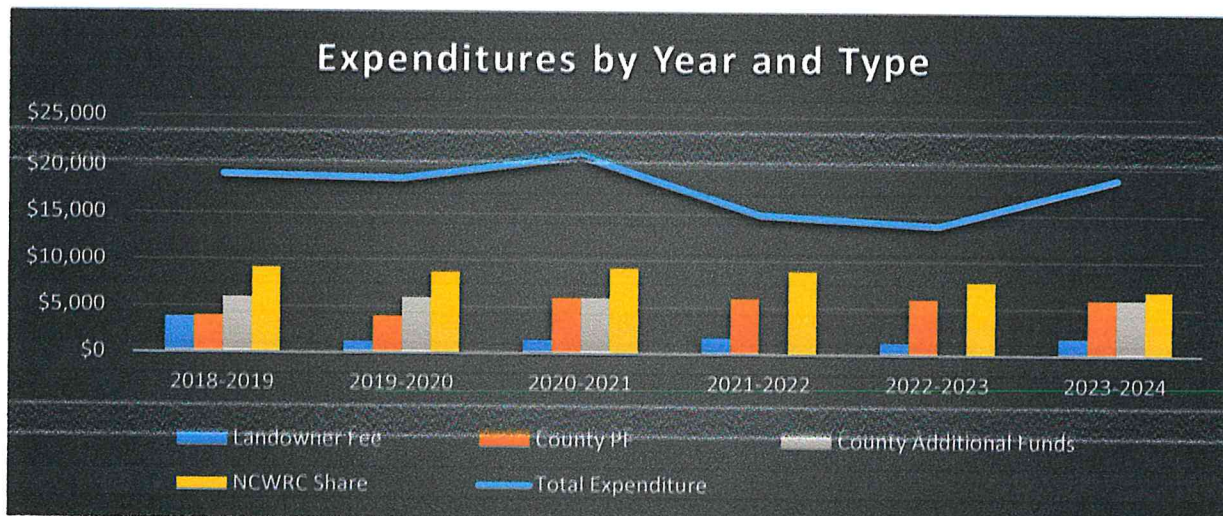
Greene County BMAP Summary Report

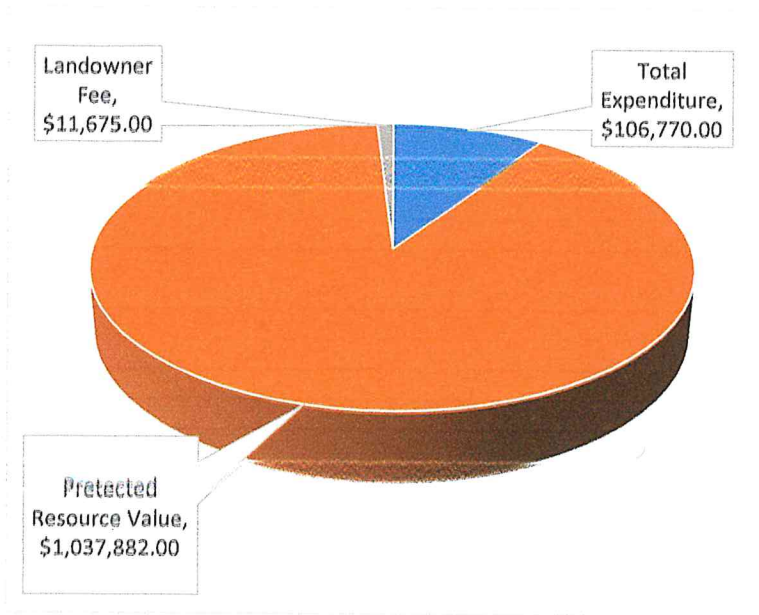
2018-2024

Significant notes:

- Not all data was available for a 10-year span, due to changes within WS internal tracking system.
- Greene County provided additional funds for FY starting July '18, '19, and '20 and has just signed a Cooperative Service Agreement to provide additional funds for FY '23 in the amount of \$6,000. Those funds have not been applied yet but are taken into consideration for the purpose of this summary.
- NC WRC allocation has fallen each of the last 3 years as the total number of participating counties in NC has increased annually.
- Cooperators served decreased slightly during the pandemic years, but total number of site visits provided did not decrease substantially.
- Greene county participants on average protected \$100 in resources for every \$1 the individual spent.
- The total expenditure of the County and the NC WRC share combined for a cost benefit ratio of 1:10.

Funding by Year	Landowner Fee	County PF	County Additional Funds	NCWRC Share	Total Expenditure	Protected Resource Value	Cost Benefit Ratio
2018-2019	\$3,875	\$4,000	\$6,000	\$9,167	\$19,167	\$555,126	\$28.96
2019-2020	\$1,275	\$4,000	\$6,000	\$8,750	\$18,750	\$72,345	\$3.86
2020-2021	\$1,500	\$6,000	\$6,000	\$9,167	\$21,167	\$37,897	\$1.79
2021-2022	\$1,800	\$6,000	\$0	\$8,954	\$14,954	\$115,182	\$7.70
2022-2023	\$1,350	\$6,000	\$0	\$7,857	\$13,857	\$69,812	\$5.04
2023-2024	\$1,875	\$6,000	\$6,000	\$6,875	\$18,875	\$187,520	\$9.93
Total	\$11,675	\$32,000	\$24,000	\$50,770	\$106,770	\$1,037,882	\$9.72



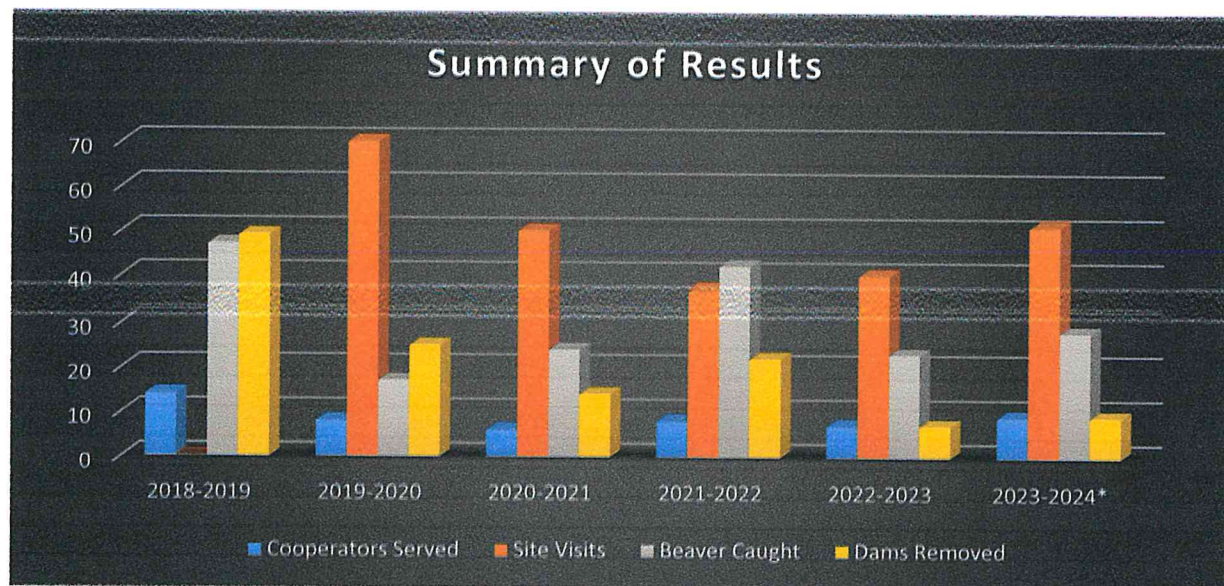


For each dollar a landowner spent they got approximately \$10 of matching, and for each dollar they spent they received approximately \$100 of resources protected.

Considering the County Participation and Additional Funds provided, matched with the NC WRC share, there was a benefit of approximately \$10 saved for every \$1 spent.

Summary of Services Provided

- Fifty-two cooperators (landowners) served since FY '18. Does not account for all the adjoining landowners who also benefitted from the services provided.
- Site visits performed: 258.
- Beaver dams removed: 126.
- Number of beaver caught: 181.
- No relationship to the number of beavers or their dams to the value of resources protected. A very few beaver can cause significant flooding.



CL6

GREENE COUNTY
LINE ITEM TRANSFER/BUDGET AMENDMENT

4/5/2024
United Way

LINE ITEM TRANSFER					
<u>FROM</u>			<u>TO</u>		
<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>	<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>
Total			Total		

<u>REVENUES</u>			<u>BUDGET AMENDMENT</u>			<u>EXPENDITURES</u>		
<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>	<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>			
Senior Services Donations	11170-434820	570.00	United Way Activities	11586-517600	570.00			
Total			Total					
\$570.00			\$570.00					

Explanation:

Senior Services Donations P. Turnage\$100, Memorial M. Murphrey-\$370, and D. Carraway-\$100

Requested by:
S. Harrison 04-05-24

Approved by:
S. Harrison

[illegible]

<u>Explanation:</u>	Award under phase 41 EFSP was \$315 more the the budgeted amount. See purchase order to increase by \$315.
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Shawn S. Harrison

General Transportation

Total

\$1,674.00

Approved by:



4/5/2024

**GREENE COUNTY
SHIIP SMP EVENT PUBLIC SHRED A THON
4/5/2024**

LINE ITEM TRANSFER

[illegible]

<u>REVENUES</u>			<u>BUDGET AMENDMENT</u>		
<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>	<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>
SHIIP SMP Grant	11170-434511	2800.00	Salaries	11597-510100	2000.00
SHIIP MIPPA Grant	11170-434511	3790.00	Medicare	1597-513000	29.00
			FICA	11597-513100	124.00
			Retirement	11597-513200	267.00
			Contracted Services	11597-527500	2000.00
			Equipment	11597-530100	2,170.00
Total		\$6,590	Total		\$6,590

Explanation:

Received award for Shred A Thons-SMP Grant at \$2800 and MIPPA Grant at \$3790.

Requested by:
S. Harrison 04-05-24

Approved by:

Shawn S. Hansen

GREENE COUNTY

LINE ITEM TRANSFER/BUDGET AMENDMENT

GREENE COUNTY PUBLIC WORKS

4/3/2024

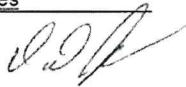
LINE ITEM TRANSFER					
<u>FROM</u>			<u>TO</u>		
<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>	<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>
Total			Total		

BUDGET AMENDMENT					
<u>REVENUES</u>			<u>EXPENDITURES</u>		
<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>	<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>
ORM. TRANS	61/220/4396/09	13.000	SUPPLIES	61/940/5171	13.000
ORM. TRANS	61/220/4396/09	23.992	MAINT. REP. EQUIP.	61/940/5282	23.992
Total			Total		
		36.992			36.992

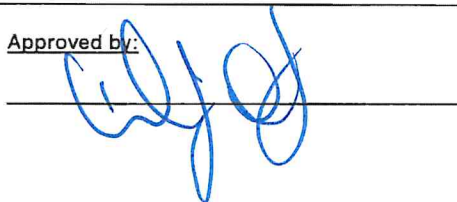
TO PAY FOR TREATMENT AND MAINT. SUPPLIES TO FOR GC WELL#9 REHAB.					
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Requested by:

David Jones



Approved by:



DESIGNCO**CHANGE ORDER NO. 42**

Name: Kyle DeHaven
County Manager
Greene County

Project: EMS Station #3
3605 Hwy 903 N
 PO # 20160246

Work Description:

Fabricate and install 3 dome awnings
 fabric is Sunbrella

Labor:			Subtotals:
supervision	4	MH@ \$ 75.00 /hr.	\$300.00
		MH@ \$ 55.00 /hr.	\$ -
Overhead and Profit on Labor	10%		\$ 30.00
Payroll Taxes and Insurance:	30%		\$ 90.00
			\$420.00

Materials:

Qty:	Price:	Description:	
0	\$ -		\$ -
0	\$ -		\$ -
0	\$ -		\$ -
0	\$ -		\$ -
0	\$ -		\$ -

Overhead and Profit on Material	10%	\$ -	\$ -
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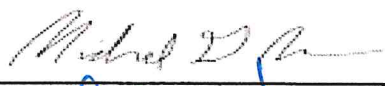
Sub/Other:

- Fabricate and install 3 dome awnings, includes street number at front	\$ 4,891.98	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
- Overhead and Profit on Subcontractors: 5%	\$ 244.60	\$ 5,136.58

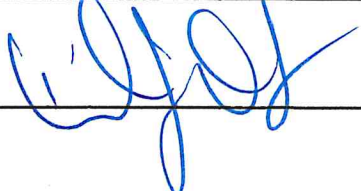
TOTAL FOR PROPOSAL REQUEST: \$ 5,556.58

The Contractor agrees to perform the work outlined in this Proposal Request for the amount specified above and in accordance with the Contract documents if the work is authorized by the Owner.

Additional days needed for above work 5

Contractor's signature: 

Date: 4/1/2024

Owner's approval: 

Date: 4-15-24

4/10/24

Total

To purchase a compactor

Sandy Shirtz

Board of Commissioners
Bennie Heath – Chairman
James T. Shackelford – Vice-Chair
Derek Burress
Ray Johnson
Jerry Jones



County Manager
Kyle J. DeHaven
County Attorney
Gay Stanley
Finance Director
Sandy Shirtz

NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK APRIL 14-20, 2024

WHEREAS, emergencies can occur at any time that require police, fire or emergency medical services; and,

WHEREAS, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

WHEREAS, the safety of our police officers, firefighters and paramedics is dependent upon the quality and accuracy of information obtained from citizens who telephone the Greene County 911 Center; and,

WHEREAS, Public Safety Telecommunicators are the first, first responders and the most critical contact our citizens have with emergency services; and,

WHEREAS, Public Safety Telecommunicators are the single vital link for our police officers, firefighters and paramedics by monitoring their activities by radio, providing them information and ensuring their safety; and,

WHEREAS, the Public Safety Telecommunicators of Greene County 911 have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

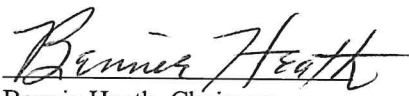
WHEREAS, each telecommunicator has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

NOW, THEREFORE BE IT RESOLVED that the Greene County Board of Commissioners declares the week of April 14th through 20th, 2024, to be National Public Safety Telecommunicators Week in Greene County, in honor of the men and women whose diligence and professionalism keep our county and citizens safe.

Adopted this the 16th day of April, 2024

Attest:

Kyle DeHaven, Clerk to the Board


Bennie Heath, Chairman
Greene County Board of Commissioners

DRUG AND ALCOHOL TESTING POLICY
Greene County Transportation
Adopted as of April 15, 2024

A. PURPOSE

- 1) The Greene County Transportation Department provides public transit and paratransit services for the residents of Greene County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Greene County Transportation declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. Covered employees shall abide by the terms of this policy statement as a condition of employment. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates drug and alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result, or a refusal to test. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of specimens for drug and alcohol testing.
- 3) Any provisions set forth in this policy that are included under the sole authority of Greene County Transportation and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of Greene County Transportation will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, persons controlling the dispatch or movement of revenue service vehicles and any transit employee who operates a non-revenue service vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

Alternate specimen: An authorized specimen, other than the type of specimen previously collected or attempted to be collected.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Collection Site: A place selected by the employer where employees present themselves for the purpose of providing a specimen for a drug test.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify a specific drug or drug metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Cutoff: The analytical value (e.g., drug or drug metabolite concentration) used as the decision point to determine a result (e.g., negative, positive, adulterated, invalid, or substituted) or the need for further testing.

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of

Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Employee: Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under 49 CFR Part 40, the term employee has the same meaning as the term "donor" as found on CCF and related guidance materials produced by the Department of Health and Human Services.

Evidential Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

Initial Drug Test: The first test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of HHS; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under 49 CFR Part 40.

Limit of Detection (LOD): The lowest concentration at which the analyte (e.g., drug or drug metabolite) can be identified.

Limit of Quantification (LOQ): For quantitative assays, the lowest concentration at which the identity and concentration of the analyte (e.g., drug or drug metabolite) can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has creatinine and specific gravity values that are lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative specimen: A specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), or invalid.

Oral Fluid Specimen: A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is considered to be a direct observation collection for all purposes of 49 CFR Part 40, as amended.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Primary specimen: In drug testing, the specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of specimen validity testing. The primary specimen is the portion of the donor's subdivided specimen designated as the primary ("A") specimen by the collector to distinguish it from the split ("B") specimen, as defined in 49 CFR Part 40, as amended.

Prohibited drug: Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine as specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split (Bottle B) specimen when the second HHS-certified laboratory corroborates the original result reported for the primary (Bottle A) specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Driver's License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling dispatch or movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Specimen: Fluid, breath, or other material collected from an employee at the collection site for the purpose of a drug or alcohol test.

Specimen Bottle: The bottle that, after being sealed and labeled according to the procedures in 49 CFR Part 40, is used to hold a primary ("A") or split ("B") specimen during the transportation to the laboratory. In the context of oral fluid testing, it may be referred to as a "vial," "tube," or "bottle."

Split Specimen: In drug testing, the specimen that is sent to a first laboratory

and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee's request following MRO verification of the primary specimen as positive, adulterated or substituted.

Split specimen collection: A collection in which the single specimen collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: An employee's specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of specimen without a valid medical explanation.
- (6) Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.

- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

Undiluted (neat) oral fluid: An oral fluid specimen to which no other solid or liquid has been added. For example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

Urine specimen: Urine collected from an employee at the collection site for the purpose of a drug test.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use at or above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use at or above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the specimen, if the specimen was diluted, or if the specimen was altered.

D. EDUCATION AND TRAINING

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable

suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.
 - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- - b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Greene County Transportation supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

- c. Alcohol: The use of beverages containing alcohol (including mouthwash, medication, food, candy) or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

F. PROHIBITED CONDUCT

- 1) Illegal use of the drugs listed in this policy and as defined in 49 CFR Part 40, as amended is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty if they have used a prohibited drug as defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
 - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or
 - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.

- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Greene County Transportation, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all Greene County Transportation employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Greene County Transportation management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in this policy.

H. TESTING REQUIREMENTS

- 1) Drug testing and alcohol testing will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow-up alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under Greene County Transportation authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

All covered employees will be subject to drug testing and alcohol testing as a condition of ongoing employment with Greene County Transportation. Any safety-

sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine and/or oral fluid specimen will be collected as described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary specimen. For those specimens that are not negative, a confirmatory test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the confirmatory test are at or above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Greene County Transportation. If a legitimate explanation is found, the MRO will report the test result as negative.

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Greene County Transportation will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however Greene County Transportation will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) Observed collections
 - a. Consistent with 49 CFR Part 40, as amended, collection under direct observation with no advance notice will occur if:
 - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Greene County Transportation that there was not an adequate medical explanation for the result;
 - ii. The MRO reports to Greene County Transportation that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - iii. The laboratory reported to the MRO that the urine specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the urine specimen as negative-dilute

and that a second collection must take place under direct observation (see §40.197(b)(1)).

- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- v. The temperature on the original urine specimen was out of range (See §40.65(b)(5));
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with (See §40.65(c)(1)).
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

Urine collections that are required to be directly observed will be conducted by a person of the same gender as the donor as required by 49 CFR Part 40.67.

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private,

confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Greene County Transportation affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo alcohol and drug testing prior to performance of a safety-sensitive function.
 - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug and alcohol test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results and an alcohol test with results below 0.02 BAC.
 - b. Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40.
 - c. An employee shall not be placed, transferred or promoted into a position covered under FTA authority or company authority until the

employee takes a drug test with verified negative results and an alcohol test with results below 0.02 BAC.

- d. If an applicant fails a pre-employment drug/alcohol test, the conditional offer of employment shall be rescinded and the applicant will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
- e. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or company authority submits a drug test with a verified positive result, and/or an alcohol test with results 0.02 BAC or above, the employee shall be subject to disciplinary action in accordance with this policy.
- f. If a pre-employment test is canceled, Greene County Transportation will require the applicant to take and pass another pre-employment drug/alcohol test.
- g. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- h. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- i. Applicants are required (even if ultimately not hired) to provide *Greene County Transportation* with signed written releases requesting USDOT drug and alcohol records from all previous, USDOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. *Greene County Transportation* is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a USDOT covered

employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a USDOT covered employer, the applicant must provide Greene County Transportation proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All Greene County Transportation FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Greene County Transportation' authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) Greene County Transportation shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Greene County Transportation
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not

already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with this policy. Greene County Transportation shall place the employee on administrative leave in accordance with the provisions set forth under this policy. Testing in this circumstance would be performed under the direct authority of the Greene County Transportation. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in this policy or the associated consequences.

M. POST-ACCIDENT TESTING

- 1) **FATAL ACCIDENTS** – A covered employee will be required to undergo drug and alcohol testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
- 2) **NON-FATAL ACCIDENTS** – A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
 - a. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
 - b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will

make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that Greene County Transportation is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Greene County Transportation may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Individuals who may be covered under company authority will be selected from a pool of non-DOT-covered individuals.

- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Greene County Transportation authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under Greene County Transportation' authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

Greene County Transportation will terminate the employment of any employee that tests positive or refuses a test as specified in this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions. All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the

employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety. The SAP will determine whether the employee returning to duty will require a return-to-duty drug test, alcohol test, or both.

P. FOLLOW-UP TESTING

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be immediately removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and will be provided with a list of at least two (2) USDOT qualified Substance Abuse Professionals (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in

termination and referral to a list of USDOT qualified SAPs. A test refusal is defined as any of the following circumstances:

- a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
 - b. Fail to remain at the collection site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
 - c. Fail to attempt to provide a specimen. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
 - d. In the case of a directly-observed or monitored urine collection in a drug test, fail to permit monitoring or observation of your provision of a specimen.
 - e. Fail to provide a sufficient quantity of specimen without a valid medical explanation.
 - f. Fail or decline to take an additional test as directed by the collector or the employer for drug testing.
 - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
 - h. Fail to cooperate with any part of the testing process.
 - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine collection.
 - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
 - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
 - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
 - m. Fail to remain readily available following an accident.
 - n. As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.
- 4) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NONDOT alcohol test with a result of less than 0.02 BAC.
- 5) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:

- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;
 - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Greene County Transportation employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in this policy; however, all follow-up testing performed as part of a return-to-work agreement required under this policy is under the sole authority of Greene County Transportation and will be performed using non-DOT testing forms.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return-to-work agreement will be conducted under company authority and will be performed using non-DOT testing forms.
 - d. A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in this policy.
 - e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in this policy.
 - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Greene County Transportation.
 - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 6) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

Greene County Transportation is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

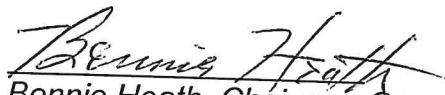
T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the Greene County Transportation Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need-to-know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information

is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.

- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Greene County Transportation or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *Greene County Board of Commissioners* on April 15, 2024.

A handwritten signature in cursive script that reads "Bennie Heath". The signature is written in black ink and is positioned above the printed name.

Bennie Heath, Chairman *Greene County Board of Commissioners*

Attachment A

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
Full Time Transportation Drivers	Transport Passengers	FTA
Part Time Transportation Drivers	Transport Passengers	FTA
Scheduler/Dispatcher	Controls Movement of Vans	FTA
Admin Assistant	Back-up Driver/Training	FTA
Admin Assistant	Insurance/Back-up Sched/Dispatcher	FTA

Attachment B Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

Greene County Transportation Drug and Alcohol Program Manager

Name: Kim Howell

Title: Director

Address: 312 SE 2nd St, Snow Hill, NC 28580

Telephone Number: 252-747-8474 x108

Medical Review Officer

Name: Clement McCaskill, D.O., AAMRO

Title: Medical Review Officer

Address: 709 Simmons St, Goldsboro NC 27530

Telephone Number: 919-252-0546

Substance Abuse Professional #1

Name: Gale Shiver

Title: Drug & Alcohol Counselor, MS, LCAS, CCS, MAC, SAP

Address: 701 South George St Ste 10A, Goldsboro NC 27530

Telephone Number: 252-215-3089

Substance Abuse Professional #2

Name: Lorie Savage, MA, LCAS, CSOTS, MAC, SAP

Title: CEO Great Things Foundation, INC

Address: 2745 Cresset Dr, Winterville, NC 28590-6602

Telephone Number: 252-531-8712



Standard Operating Procedure / Safety Plan Fireworks Displays

Pyrotecnico Fireworks, Inc.
P.O. Box 149
New Castle, PA 16103
Headquarter Office: 800.854.4705
www.pyrotecnico.com

Pyrotecnico Emergency Contacts:

- Paul Gaffney, Director of Facilities/Safety & Compliance
 - o Cell: 610.656.0385 | Email: pgaffney@pyrotecnico.com
- Vic Laurenza, Show Producer
 - o Cell: 724.510.6195 | Email: vlaurenza@pyrotecnico.com
- Chem-Tel 24-Hour Emergency Response: 1.800.255.3924

Standard Guidelines:

All safety precautions as prescribed by the National Fire Protection Association (NFPA) code 1123 shall be adhered to at all times.

As required by the Authority Having Jurisdiction ("AHJ"), all inspections of the firing area(s) will be arranged in advance of the crew's arrival on site.

All mortars and/or racks used in the display shall be made of and/or from approved materials sufficient to provide a safe display per the National Fire Protection Association (NFPA) code 1123.

A safe perimeter of 70 feet per inch, at minimum, of the largest shell size (National Fire Protection Association ("NFPA") Guidelines, Section 1123) shall be maintained and secured at all times by the Sponsor and Pyrotecnico.

The fireworks and firing equipment shall not be left unattended at any time while on the display site and shall be protected from inclement weather at all times.



All Pyrotecnico personnel shall wear protective safety equipment for head, eye, hearing and feet as well as long sleeves and pants during the set-up, firing and clean up of the fireworks. Shorts are unacceptable attire.

Neither smoking nor smoking materials such as matches, lighters or open flame shall be within 50 feet of fireworks or pyrotechnic materials.

The use of cell phones and/or radios that generate radio frequencies will be kept to a minimum within the immediate discharge area while pyrotechnics are being prepared, loaded, set-up and firing.

Security on site will be arranged by the event Sponsor if needed.

Only assigned technicians required to set-up and perform the display will be allowed on the display site.

No person shall be allowed on site that is under the influence of alcohol, narcotics or medication which could adversely affect their ability to safely perform their duties.

Arrangements should be made by the event Sponsor for fire service and emergency medical services ("EMS") to be available during the fireworks display(s).

Pyrotecnico will have a minimum of two (2) water pressure fire extinguishers on site during the fireworks display.

Pyrotecnico provides appropriate insurance with limits of \$10M.

Fireworks Display Termination Procedure:

Weather conditions will be assessed by the fire official and the lead fireworks operator on the display site according to the conditions on site at the time. Bad weather, including but is not limited to, is defined as winds in excess of 15 mph or wind gusts of 20 mph or more, along with rain and/or thunderstorms. Other non-weather related emergencies can also terminate firing which shall also be determined by the fire official and the lead fireworks exhibitor at the display site.

Crowd control is imperative and must be maintained by security personnel, monitors and barriers. If at any time during the load in, firing and strike, security patrols and/or monitors detect any breach of the fall out/safety zone perimeter, any and all activity will cease immediately. Activity will only resume when the security of the fall out zone has been reestablished.



Arrival On-Site

The operator shall contact the sponsor, sponsor's on-site contact and the AHJ to confirm the following: their arrival, the display time, the method of communication to indicate when the firing should start, the length of the display, the wind direction, safety distances, cool down period, potential overhead obstructions and the first light search plan.

All AHJ requirements received shall be followed.

The operator will conduct a Pyrotecnico crew meeting to discuss all safety requirements, details of the display and assign tasks.

Pre-Display

The lead operator shall verify the following:

An inspection of all equipment and materials has been completed prior to set up.

The safety/fall out zone is clear of all unauthorized personnel.

Fire extinguishers are placed at strategic locations.

All mortars racks are perpendicular to audience. Racks and pyrotechnic holders are free of debris, and secured and stable to prevent falling over during use.

All fireworks display shells are pre-loaded and properly fit into mortars.

All mortar racks and finale chains are covered with foil.

For a manual firing, extra fuses are readily available.

For electrical firing, the arming key has been removed from the board and in the lead operator's physical possession at all times during load-in. The lead operator will also confirm prior to testing and the display that the firing system battery is fully charged; the igniter wires are secured and cleared of adjacent mortars; the firing modules are secured and protected; and all cables (and ground wires, if applicable) are connected from the firing modules to the firing board.

For continuity testing of an electrical firing, in addition to confirming the firing board is in "TEST" mode prior to the test, the lead operator shall confirm that the safety fall out radius is clear of



unauthorized and non-essential personnel, everyone is informed of the testing is commencing and the board is disarmed & arming key is REMOVED after testing. Continuity testing shall continue until 100% continuity is confirmed. The final continuity check shall occur not more than 30 to 45 minutes prior to the display start time.

Immediately before the display, the lead operator shall confirm the crowd has been controlled and the safety/fall out zone is maintained; all applicable personnel, including fire service, EMS units and Pyrotecnico crew members, are available and ready; and that the current and approaching weather is favorable.

Post Display:

Fifteen minutes after the conclusion of the display, a search will be conducted by Pyrotecnico personnel of the display and fallout areas to confirm that any unfired live product or shells are accounted for, properly handled, repackaged and secured according to federal DOT regulations.

Non-fired product shall not be shot without the permission of BOTH the sponsor and the fire department.

Once the all clear sign is given disassembly of the display shall begin.

The firing site shall be cleaned.

A mandatory first daylight search shall be conducted the following day to inspect the firing site, fall-out areas, spectator viewing areas and any reasonable surrounding areas for pyrotechnic debris and "duds". All pyrotechnic debris and "duds" shall be accounted for, properly handled, repackaged and secured according to federal DOT regulations.



This request is hereby submitted to obtain your approval for Pyrotecnico to conduct a display via the below details. This display shall be conducted within all federal, state, and local regulations/requirements.

Sponsor of Event: ISUPK - Passover

Date of Display: 4/20/24

Rain Date of Display: _____

Display Start Time: Approx. 9:00 PM

Display Duration: 5-6 mins

Physical Location of Firing: 219 Free Gospel Rd, Snow Hill, NC 28580

Lead Fireworks Technician Name: Joshua Webb

Lead Fireworks Technician Cell Phone Number: 828.747.1315

Pyrotecnico Personnel Completing/Submitting This Request: Production Coordinator - Britany Alexander

Contact Phone: 803.944.4718

Contact Email: balexander@pyrotecnico.com

Permission is hereby granted to Pyrotecnico to conduct this display in accordance with the above.

Approved By (Name): Bennie Heath

Date: 4-15-24

Organization/Entity: Greene County Board of Commissioners

Title: Chairman

Signature: Bennie Heath



ISUPK

240420 ISUPK - Passover

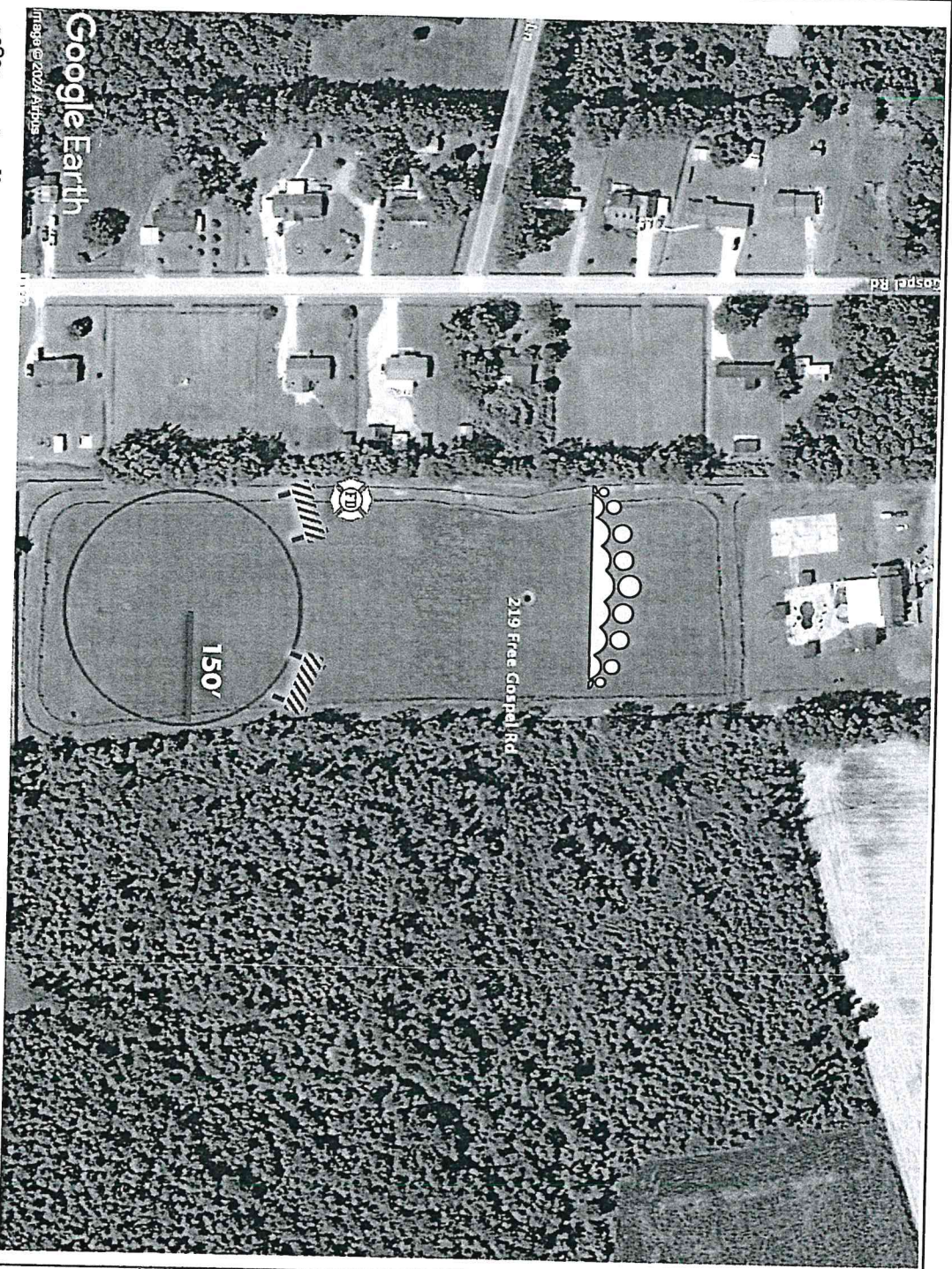
EFFECT BREAKDOWN

SAFETY IS OUR #1 PRIORITY - SCAN TO REPORT ANY INCIDENTS OR NEAR MISSES



Show Date 04/20/2024 / Display Duration: 5-6 minutes
Sales Order SO-C52125 / Work Order WO-12962

Order	Cue	Prod Type	Description	Qty	HitType	Formation	#Hits	#Pos	QtyPos	Notes	ItemDuration	VideoLink
2	BODY	CAKE STR	49 STR ASSORTMENT #01	2							37.30 sec	Video
2	BODY	CAKE STR	49 STR ASSORTMENT #02	2							38.03 sec	Video
2	BODY	CAKE STR	49 STR ASSORTMENT #03	2							34.20 sec	Video
2	BODY	CAKE STR	49 STR ASSORTMENT #02	2							29.47 sec	Video
2	BODY	CAKE STR	49 STR ASSORTMENT #03	2							26.17 sec	Video
2	BODY	CAKE STR	49 STR ASSORTMENT #04	2							approx 30.00 sec	
2	BODY	CAKE STR	19 STR ASSORTMENT #02	6							approx 26.90 sec	
2	BODY	CAKE STR	19 STR RED TL RED PIST WHITE	2							24.00 sec	Video
2	BODY	CAKE STR	100 STR GOLD GLIT WHITE STROBE CHRYS W/RED TL	1							34.73 sec	Video
2	BODY	CAKE STR	100 STR COLOR COCONUT W/WHITE STROBE	1							28.97 sec	Video
3	FINALE	CAKE STR	49 STR QUICK SILVER PINE + BLUE	2							5.80 sec	Video
3	FINALE	CAKE STR	49 STR QUICK PURPLE GREEN STROBE	2							5.57 sec	Video
3	FINALE	CAKE STR	81 STR SUPER PEONY	1							14.83 sec	Video
3	FINALE	CAKE STR	25 STR QUICK THUNDER W/SILVER TL	4							3.90 sec	Video
		IGNITERS	ELECTRIC MATCH 5 METER	40							approx 0.00 sec	



- Audience
- Fire
- Closed

- ☒ - Safety Fall Out Zone
- 1.5" Maximum Device Per Pyrotechnico 100' Per Inch Policy

150' Safety Fall Out Radius

ISUPK - Passover

Display Site Plan

219 Free Gospel Rd.
Snow Valley, NC 28580

NOTES:

Site plan is drawn to an approximate scale using NFPA 1123, NFPA 1126 or

REVISED DATE:
4/1/24

Drawn By:
Chaz Adams



PYROTECNICO fx





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/1/2024

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

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

PRODUCER Acrisure, LLC dba Britton Gallagher & Associates 3737 Park East Dr. STE 204 Beachwood OH 44122		CONTACT NAME: PHONE (A/C, No, Ext): 216-658-7100 E-MAIL ADDRESS: info@brittongallagher.com		FAX (A/C, No): 216-658-7101
INSURED Pyrotecnico Fireworks Inc. P.O. Box 149 299 Wilson Road New Castle PA 16103		INSURER(S) AFFORDING COVERAGE		NAIC #
2299		INSURER A: Everest Indemnity Insurance Co.		10851
		INSURER B: Everest Denali Insurance Company		16044
		INSURER C: Arch Speciality Ins Co		21199
		INSURER D: Pennsylvania Insurance Company		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 926563670

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	Y	Y	SI8ML00891-232	10/14/2023	10/14/2024	
	☒ COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
B	AUTOMOBILE LIABILITY	Y	Y	SI8CA00141-232	10/14/2023	10/14/2024	
	☒ ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	☒ HIRED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
C	UMBRELLA LIAB	Y	Y	UXP1035252-04	10/14/2023	10/14/2024	
	☒ EXCESS LIAB						EACH OCCURRENCE \$ 4,000,000
							AGGREGATE \$ 4,000,000
							\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			82-872096-04-35	10/14/2023	10/14/2024	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				☒ WC STATUTORY LIMITS \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Excess Liability #2			SI8EX01314-232	10/14/2023	10/14/2024	
							Each Occ/ Aggregate \$5,000,000
							Total Limits \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.

Fireworks Display Date: April 20, 2024

Location: 219 Free Gospel Rd, Snow Hill, NC 28580

Additional Insured: ISUPK; Town of Snow Hill, NC; Greene County, NC

CERTIFICATE HOLDER**CANCELLATION**

ISUPK
2534 S Roxboro Street, B
Durham NC 27707

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Holder's Full Name: Joshua Caleb Webb
Business Name: Pyrotecnico
Government ID By: South Carolina
Government ID Type: Driver License
ID Number: *****3216



License Number: 3831
License Type: 1.3G Pyrotechnic
License Level: Operator
License Status: Valid
Expiration Date: 10/27/2026



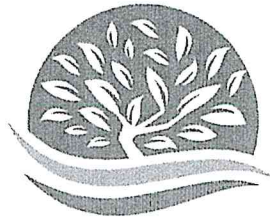
License Number: 4053
License Type: Proximate Audience
License Level: Operator
License Status: Valid
Expiration Date: 10/28/2025



License Number: 3540
License Type: 1.3G Pyrotechnic
License Level: Assistant
License Status: Superseded
Expiration Date: 07/31/2021

Board of Commissioners

Bennie Heath – Chairman
James T. Shackelford – Vice-
Chair
Derek Burress
Ray Johnson
Jerry Jones



GREENE COUNTY
NORTH CAROLINA

County Manager

Kyle J. DeHaven

County Attorney

Gay Stanley

Finance Director

Sandy Shirtz

April 16, 2024

Dr. Rusty Hunt, President
Lenoir Community College
PO Box 188
Kinston NC 28502

RE: Reappointment

Dear Dr. Hunt:

I am happy to inform you that at the April 15, 2024 meeting of the Greene County Board of Commissioners, Mr. Jerry Jones was reappointed to the LCC Board of Trustees for another four year term.

If you need any further information please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Bennie Heath".

Bennie Heath
Chairman, Greene County Board of Commissioners

Board of Commissioners

Bennie Heath – Chairman

James T. Shackelford – Vice-Chair

Derek Burress

Ray Johnson

Jerry Jones



GREENE COUNTY
NORTH CAROLINA

County Manager

Kyle J. DeHaven

County Attorney

Gay Stanley

Finance Director

Sandy Shirtz

April 15, 2024

Sandy Skolochenko

Community Waste Reduction and
Recycling Grant Manager

217 West Jones St.

1639 Mail Service Center

Raleigh, NC 27699-1639

Dear Ms. Skolochenko;

Greene County is pleased to accept the 2024 Community Waste Reduction and Recycling Grant. The Greene County Board of Commissioners voted unanimously to accept this grant. We look forward to working with the Department of Environmental Quality.

Sincerely,

A handwritten signature in cursive script that reads "Bennie Heath". The signature is written in dark ink and is positioned above the printed name.

Bennie Heath, Chairman

Greene County Board of Commissioners



State of North Carolina

ROY COOPER
GOVERNOR

CHILD ABUSE PREVENTION MONTH

2024

BY THE GOVERNOR OF THE STATE OF NORTH CAROLINA

A PROCLAMATION

WHEREAS, children's healthy development and well-being is a priority for our state and children need safe, stable, and nurturing families, schools, and communities; and

WHEREAS, childhood trauma, including abuse and neglect, is a serious problem affecting communities across our state and has long-term negative effects on children, families, and future generations; and

WHEREAS, children who live in families with access to economic, health, educational, and social supports are less likely to experience abuse and neglect; and

WHEREAS, nurturing positive, healthy childhoods and preventing child maltreatment requires action by all North Carolinians and is achieved through partnerships built among families, prevention advocates, child welfare professionals, schools, health care providers, community and faith-based organizations, businesses, law enforcement agencies, and local, state, and national governments; and

WHEREAS, in order to solve the public health issue of abuse and neglect we must work together to ensure all children and families are healthy and thriving and invest more in effective child abuse prevention initiatives and family-strengthening policies and supports;

NOW, THEREFORE, I, ROY COOPER, Governor of the State of North Carolina, do hereby proclaim April, 2024, as "**CHILD ABUSE PREVENTION MONTH**" in North Carolina, and commend its observance to all citizens.

