



**CAPITAL IMPROVEMENT PROGRAM  
ITEM/PROJECT DESCRIPTION FORM**

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- c. Increase a level of service?                      Yes                       No
- d. Represent a "vision"?                              Yes                       No

**VIII. Departmental Rank:** (Prioritize your request in relation to other departmental project request)

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**IX. Project Alternatives:**

Not taking action is an impractical alternative. Should Fire Station 16 experience downtime due to natural disaster or other issue, lifesaving operations may be disrupted and workplace safety and sustainability affected.

**X. Project Dependency:**

Funding

**XI. Negative Impacts:**

Cost

**XII. Other Considerations:**

N/A

**XIII. Additional Funding Sources:**

Are there grants or additional funds which might be used in conjunction with the CIP to fund this project:

- Yes                       No                       If YES, describe:    A Hurricane Irene Hazard Mitigation grant application request for a Station 16 generator was submitted to FEMA in November 2012. If approved, the grant reward would fully cover the costs of the aforementioned project. Award notifications are expected in June 2013, and should the Town be fortunate to receive such award, this CIP project would be unnecessary.

**XIV. ESTIMATED COSTS**

<b>a. Capital/ One Time Costs</b>	<b>Description of Capital/One Time Costs</b>	<b>Cost (Round to Nearest \$)</b>
	150 KW Generator Unit, installation and permits <a href="#">Click here to enter text.</a>	\$                      \$65,000 <a href="#">Click here to enter text.</a>
	<a href="#">Click here to enter text.</a>	
	<b>TOTAL Capital (One Time Costs)</b>	\$                      \$65,000
<b>b. Continuing Annual Operating Costs</b>	<b>Description of Continuing Annual Operating Costs</b>	
	Annual maintenance <a href="#">Click here to enter text.</a> <a href="#">Click here to enter text.</a> <a href="#">Click here to enter text.</a>	\$                      \$1,000
	<b>TOTAL Continuing Annual Operating Costs</b>	\$                      1,000

**XV. Fiscal Year Requested:**

FY 2013-2014

**Priority Recommendation:** (By CIP Committee)

**Capital Improvement Plan  
Fiscal Year 2013-2014 through 2017-2018  
Project Description**

**I. Requesting Department:** Fire and Rescue

**II. Project Title:** Turnout Gear Washer

**III. Project Description:**

**Acquisition and installation of turnout gear washer. Training on proper laundering of turnout gear.**

**IV. Project Justification:** (What need is being met, how does this project address the need?)

Laundering of firefighter turnout gear is vital for safe interactions with the public and for the safety of the firefighter wearing the gear. Longevity of turnout gear is highly dependent on the time it takes to remove a contaminant harmful to the turnout gear. National Fire Protection Agency NFPA 1851 states gear should be laundered every 12 months at a minimum. The Town currently has 37 sets of turnout gear issued to firefighters. Manufacturer-approved service providers charge \$80 per set for cleaning, for a total of \$2,960 a year plus the cost of shipping the gear to the service provider.

**V. What Board Goals Does This Project Meet?**

- Clean/Green Environment
- Fiscally Responsible
- Supportive Infrastructure
- Choose an item.
- Choose an item.
- Choose an item.

**VI. Project Location:** (Attach a map if applicable)

Nags Head Fire Station 21

**VII. Department Priority:** (Choose One) Does the requested project:

- |  |   |                             |
|--|---|-----------------------------|
| a. Correct an unsatisfactory level of service? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| b. Maintain a current level of service?        | Yes <input type="checkbox"/>            | No <input type="checkbox"/> |
| c. Increase a level of service?                | Yes <input type="checkbox"/>            | No <input type="checkbox"/> |
| d. Represent a "vision"?                       | Yes <input type="checkbox"/>            | No <input type="checkbox"/> |

**VIII. Departmental Rank:** (Prioritize your request in relation to other departmental project request)

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**IX. Project Alternatives:**

Have gear laundered by an approved service provider, per manufacturer recommendation.

**X. Project Dependency:**

Removal of sink from area where washer will be placed. Installation of 220v electrical service in area where washer will be placed. Installation and set up of washer by professional as outlined in quote. Training on laundering and implementation of the washer.

**XI. Negative Impacts:**

None

**XII. Other Considerations:**

Onsite laundering will reduce the turnaround time for gear to be laundered by outside vendors, and shipping cost will be eliminated. NFPA 1851 states in Appendix A A.7.1.1 "The importance of maintaining the cleanliness of ensembles

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and ensemble elements should not be underestimated. Soiled or contaminated ensembles and ensemble elements are a hazard to fire fighters since oils and contaminants can be flammable, toxic, or carcinogenic. Additionally, soiled or contaminated ensembles and ensemble elements can have reduced protective performance and produce personnel health risks of soiled or contaminated ensemble elements. Soiled or contaminated ensemble elements can expose fire fighters to toxins and carcinogens that enter the body through ingestion, inhalation, or absorption. Repeated small exposures to some contaminants can add up over time and cause chronic health problems." Additionally, the use of outside vendors for laundering has proven expensive, as the cleaning of an individual set of gear costs \$80. Considering we clean approximately 37 sets of gear annually, the initial cost of a commercial turnout gear washing machine would be recovered in approximately 2-3 years.

**XIII. Additional Funding Sources:**

Are there grants or additional funds which might be used in conjunction with the CIP to fund this project:  
 Yes  No  If YES, describe: FEMA Assistance to Firefighter Grants may be used for this acquisition. Additionally, the Kill Devil Hills Fire Department currently has insufficient turnout gear laundering resources and is very interested in cost sharing this equipment.

**XIV. ESTIMATED COSTS**

<b>a. Capital/ One Time Costs</b>	<b>Description of Capital/One Time Costs</b>	<b>Cost (Round to Nearest \$)</b>
	Washer and installation <a href="#">Click here to enter text.</a>	\$ 5,200 <a href="#">Click here to enter text.</a>
	220 volt circuit installation Total	500
	<b>TOTAL Capital (One Time Costs)</b>	<b>\$ 5,700</b>
<b>b. Continuing Annual Operating Costs</b>	<b>Description of Continuing Annual Operating Costs</b>	
	Laundry Detergent Electricity Water <a href="#">Click here to enter text.</a>	\$ 50
	<b>TOTAL Continuing Annual Operating Costs</b>	<b>\$ 50</b>

**XV. Fiscal Year Requested:**

FY 2013-2014

**Priority Recommendation: (By CIP Committee)**

**Capital Improvement Plan  
Fiscal Year 2013-2014 through 2017-2018  
Project Description**

**I. Requesting Department:** Fire and Rescue

**II. Project Title:** Replacement Thermal Imaging Cameras

**III. Project Description:**

This request replaces two ISG Talisman K-90 Thermal Imaging Cameras presently used on Engine 16 and Engine 21. Since thermal imaging cameras can function in total darkness and provide sight in a visually obscured environment, they allow firefighters to quickly find the seat of a structure fire and the heat signatures of trapped victims. The thermal cameras in Nags Head have been in service since 2003 and have endured 10 years of rough duty in hazardous environments. In addition, they have saved countless properties from expensive overhaul damage and unnecessary business interruptions. However, they demand more frequent, expensive repairs due to age and annual maintenance needs. One thermal camera recently required nearly \$2,500 of factory service to return the unit to the manufacturer's recommended specifications, and over \$2,700 in additional repairs have been necessary over the last five years of camera service. The cameras are currently out of any warranty protection period, and due to the damaging conditions they are exposed to during calls, candidates for future failure. Newer thermal imaging cameras are smaller, more durable, lighter, and less expensive to purchase and maintain, making them more user friendly and affordable.

**IV. Project Justification:** (What need is being met, how does this project address the need?)

Prior to thermal imaging technology, fire crews forcibly opened walls and confined spaces to determine if fire was present in enclosed areas. Failure to identify "hot spots" during overhaul operations allows a hidden fire to grow undetected, further endangering life and property. A thermal imaging camera can identify these smoldering fires or detect overheating electrical wiring. Potentially destructive and costly firefighting efforts to reveal closed spaces are now unnecessary due to the thermal cameras ability to see inside walls and other hard to access areas. As thermal imaging cameras pick up body heat, they can be used to search for and rescue victims disoriented in a structure fire, lost in a forested area, or distressed in the ocean at night. Thermal technology likewise benefits law enforcement efforts, and surveillance of potential criminal activities is often more stealthy under cover of night. In closing, thermal imaging cameras are credited with saving multiple lives per year through victim identification and removal from dangerous conditions. Although we have not had a dramatic rescue to report in Nags Head, we have saved businesses and homeowners thousands of dollars in property damage and helped our firefighters create a safe, sustainable, fiscally responsible, and livable community.

**V. What Board Goals Does This Project Meet?**

- Business Friendly
- Fiscally Responsible
- Supportive Infrastructure
- Livable Neighborhoods
- Choose an item.
- Choose an item.

**VI. Project Location:** (Attach a map if applicable)

Fire Engine 16 and Fire Engine 21

**VII. Department Priority:** (Choose One) Does the requested project:

- |  |   |                             |
|--|---|-----------------------------|
| a. Correct an unsatisfactory level of service? | Yes <input type="checkbox"/>            | No <input type="checkbox"/> |
| b. Maintain a current level of service?        | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| c. Increase a level of service?                | Yes <input type="checkbox"/>            | No <input type="checkbox"/> |
| d. Represent a "vision"?                       | Yes <input type="checkbox"/>            | No <input type="checkbox"/> |

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**VIII. Departmental Rank:** (Prioritize your request in relation to other departmental project request)

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**IX. Project Alternatives:**

In case of thermal imaging equipment failure, expend regular budget funds, or identify emergency funding for repair or replacement of unit.

**X. Project Dependency:**

Approval of funding for thermal camera equipment.

**XI. Negative Impacts:**

Cost

**XII. Other Considerations:**

**The existing thermal cameras may be sold and thereby offset some of the cost of new equipment.**

**XIII. Additional Funding Sources:**

Are there grants or additional funds which might be used in conjunction with the CIP to fund this project:

Yes  No  If YES, describe: FEMA Assistance to Firefighter Grants may fund such an acquisition. Funding is highly competitive however and no assurance is given that grant requests will be successful.

**XIV. ESTIMATED COSTS**

<b>a. Capital/ One Time Costs</b>	<b>Description of Capital/One Time Costs</b>	<b>Cost (Round to Nearest \$)</b>
	Thermal camera Engine 16	\$ 12,800
	Thermal camera Engine 21	12,800
	Click here to enter text.	Click here to enter text.
	Click here to enter text.	
	<b>TOTAL Capital (One Time Costs)</b>	<b>\$ 25,600</b>
<b>b. Continuing Annual Operating Costs</b>	<b>Description of Continuing Annual Operating Costs</b>	
	\$500 annual maintenance and calibration for each camera	\$ 1,000
	Click here to enter text.	
	Click here to enter text.	
	<b>TOTAL Continuing Annual Operating Costs</b>	<b>\$ 1,000</b>

**XV. Fiscal Year Requested:**

FY 2013-2014

**Priority Recommendation:** (By CIP Committee)

**Capital Improvement Plan  
Fiscal Year 2013-2014 through 2017-2018  
Project Description**

**I. Requesting Department:** Fire and Rescue

**II. Project Title:** FYI Request-Kill Devil Hills and Town of Nags Head Partnership – Eighth Street Fire Station - Apparatus & Personnel

**III. Project Description:**

This narrative comes to the Board of Commissioners as an FYI and is in no way intended for implementation in the Town's 2013-2014 budget. It is, rather, an approximate summary of potential expense for future planning purposes related to a Kill Devil Hills fire station, apparatus, staffing, and operations.

On July 11, 2007, the Nags Head Board of Commissioners executed a 20 year Inter-Local Agreement with the Town of Kill Devil Hills that outlines their mutual need for enhanced fire and rescue services at Eighth Street. Via this agreement, both entities validate their mutual cooperation and desire to provide such services in the most cost effective and efficient way – the sharing of firefighting resources. According to the terms of the agreement, the fire chiefs of Nags Head and Kill Devil Hills shall meet annually, prior to the adoption of the KDH budget, to review the subject matter of the agreement, proposed budget, and any other matters deemed appropriate. During the last annual meeting in 2012, the Kill Devil Hills fire chief indicated that the Town of Kill Devil Hills anticipated discussing and potentially funding the construction of the Kill Devil Hills Eighth Street Fire Station, apparatus, and personnel in the 2015-2016 budget. To summarize, Town of Nags Head fiscal commitments regarding this agreement include:

- Thirty three and one third percent (33 1/3%) of the operating and maintenance costs for the fire station;
- Thirty three and one third percent (33 1/3%) of the personnel costs for the fire station,
- Fifty percent (50%) of the cost of all apparatus and truck equipment.

This project is included for review, in preparation for the significant financial impacts and increased level of community fire and rescue service this project will bring.

**IV. Project Justification:** (What need is being met, how does this project address the need?)

On February 29, 2000, the Town of Nags Head Fire Planning Committee developed the following mission statement: "To develop a comprehensive twenty year plan for Fire & Rescue Services at the appropriate service levels in the Town of Nags Head. The comprehensive plan will include elements for personnel, apparatus/equipment and infrastructure. The committee will assess the needs based on items pertaining to growth such as call volume, traffic, population etc. and all other needs related thereto".

The Fire Planning Committee ultimately recommended that as a component of this 20 year comprehensive plan, a career fire station should be built in the vicinity of Bark Street in Nags Head to better satisfy the distribution of fire station and staff in town and improve the insurance rating class, lowering commercial fire insurance premiums. This project addresses the Town of Nags Head's need for fire protection for the northern section of town as identified by the Fire Planning Committee in 1999, and further verified by ISO Survey Consultant Glen Stanly. Instead of sustaining the cost of such a project alone, with a partnership with the Town of Kill Devil Hills we can accomplish the same goal while significantly reducing the expense of station construction, apparatus cost, and staffing. As a result of these findings and recommendations, on July 11, 2007, the Town of Nags Head Board of Commissioners found the expressed need justified and executed the attached inter-local agreement that provides for specific criteria necessary to achieve the expected goal. The Town of Kill Devil Hills anticipates the future construction of a fire station at Eighth Street and Croatan Highway. While the project is still in the most early planning phases, the project may be presented by the Kill Devil Hills fire chief to the Kill Devil Hills Board of Commissioners as a component of their 2015-2016 budget.

**V. What Board Goals Does This Project Meet?**

- Fiscally Responsible
- Livable Neighborhoods
- Supportive Infrastructure
- Business Friendly

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- Family Friendly
- Choose an item.

**VI. Project Location:** (Attach a map if applicable)

Southeast corner of Eighth Street and Croatan Highway, Kill Devil Hills.

**VII. Department Priority:** (Choose One) Does the requested project:

- a. Correct an unsatisfactory level of service?    Yes                       No
- b. Maintain a current level of service?            Yes                       No
- c. Increase a level of service?                      Yes                       No
- d. Represent a "vision"?                              Yes                       No

**VIII. Departmental Rank:** (Prioritize your request in relation to other departmental project request)

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**IX. Project Alternatives:**

Budget, plan, and construct or remodel an existing building designed as a North Nags Head Fire station.

**X. Project Dependency:**

Funding and cooperation

**XI. Negative Impacts:**

Cost

**XII. Other Considerations:**

Fire department organizations may cooperatively apply for regional FEMA Assistance to Firefighter and related staffing grants, as federal funding is available.

**XIII. Additional Funding Sources:**

Are there grants or additional funds which might be used in conjunction with the CIP to fund this project:

Yes                       No                       If YES, describe: Fire department organizations may cooperatively apply for regional FEMA Assistance to Firefighter and related staffing grants, as federal funding is available.

**XIV. ESTIMATED COSTS**

<b>a. Capital/ One Time Costs</b>	<b>Description of Capital/One Time Costs</b>	<b>Cost (Round to Nearest \$)</b>
	50% Fire Apparatus Cost	\$                      350,000
	<b>TOTAL Capital (One Time Costs)</b>	<b>\$                      350,000</b>
<b>b. Continuing Annual Operating Costs</b>	<b>Description of Continuing Annual Operating Costs</b>	
	Nags Head would cover 1/3 operating and maintenance cost for apparatus and personnel	\$                      265,000
	<b>TOTAL Continuing Annual Operating Costs</b>	<b>\$                      265,000</b>

**XV. Fiscal Year Requested:**

For review only at this time.

**Priority Recommendation:** (By CIP Committee)

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INTER-LOCAL AGREEMENT BETWEEN THE TOWN OF KILL DEVIL HILLS  
AND  
THE TOWN OF NAGS HEAD

WHEREAS, North Carolina General Statute Section 160A-11, North Carolina General Statute Section 160A-17, and Article 20 of Chapter 160A of the General Statutes of North Carolina authorize towns to enter into inter-local agreements; and

WHEREAS, the Town of Kill Devil Hills ("KDH") and the Town of Nags Head ("NH") each operate fire and rescue services for their respective towns and have identified the need for fire and rescue services at and around the vicinity of Eighth Street which is the corporate line between the two entities; and

WHEREAS, KDH is currently constructing a fire and rescue station on property owned by KDH adjacent to Eighth Street; and

WHEREAS, KDH and NH each desire to cooperate in the provision of fire and rescue services for the benefit of the citizens and visitors in and around the area of Eighth Street; and

WHEREAS, KDH and NH agree that such fire and rescue services can be achieved in the most cost-effective and efficient way by sharing resources of the two entities; and

WHEREAS, KDH and NH have agreed to cooperate for the provision of fire and rescue services in the area around Eighth Street upon the terms and conditions contained herein.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, the parties agree as follows:

1. KDH shall construct a fire and rescue station upon property owned by KDH and located at Lots 2, 3, 4, 5, 6 and part of Lot 9, Block 1, of the Fresh Pond Beaches Subdivision, Kill Devil Hills, North Carolina.
2. KDH shall provide and shall be the sole owner of all equipment, real property and other items necessary, in its discretion, to provide the services set forth in this Agreement.
3. KDH shall provide and pay all personnel necessary, in the discretion of KDH, for the provision of the services contemplated under the terms of this Agreement.
4. KDH shall provide fire and rescue services within KDH as designated by the Town and NH in all areas north of Hollowell Street.

5. In the event of simultaneous emergencies within KDH and NH, the KDH Chief or Officer in Charge shall prioritize the calls and respond accordingly.

6. For all calls where KDH is responding to incidents within NH and the NH Fire Department dispatches an Officer in Charge, the KDH personnel shall report to the NH Fire Department Officer in Charge. In all other instances, the KDH Fire Department shall respond in NH as if the incident occurred within KDH.

7. In the event of hurricanes or other large disasters or emergencies, appropriate responses shall be coordinated by the Chiefs representing KDH and NH in order to maximize the benefit of the response and minimize the risk to personnel and equipment based on the circumstances of the event.

8. NH shall pay unto KDH for the services set forth above, the sum of the following expenses:

- (a) thirty three and one third percent (33 1/3%) of the operating and maintenance costs for the fire station,
- (b) thirty three and one third percent (33 1/3%) of the personnel costs for the fire station and
- (c) fifty percent (50%) of the cost of all apparatus and truck equipment.

The operating and maintenance costs shall include (i) the acquisition costs for all equipment not located upon a truck and used in the connection with the operation of the station and the cost to maintain or replace such equipment from time to time as the same becomes necessary; (ii) maintenance to and replacement of all equipment (whether located upon a truck or not), (iii) maintenance to all apparatus, (iv) maintenance to the building and grounds (v) training and (vi) all other expenses associated with the operation of the fire station located on the property described above, except NH shall not be required to make any contributions to the acquisition cost of the land and construction costs of the building.

The personnel costs shall include the cost (salary and benefits) of all paid firefighting personnel who are assigned to and work out of the station, which is the subject of this agreement.

The operating budget from which the aforesaid sums shall be calculated shall be the budget set annually by the KDH Board of Commissioners.

9. The aforesaid sum shall be paid quarterly by NH to KDH within thirty (30) days of the date of receipt of an invoice from KDH setting forth the sums due. Included with such invoice, KDH shall provide NH with sufficient backup data to confirm the costs upon which NH fees are based. If the inception date of this agreement is on a date other than the first day of the KDH fiscal year, the sums due hereunder shall be prorated accordingly for the first quarter on a daily basis.

10. The parties agree that the Chief of the KDH Fire Department and the Chief of the NH Fire Department shall meet annually, prior to the adoption of the KDH

budget, to review the operation of the fire station which is the subject matter of this Agreement and to discuss the proposed budget, improvement to services and other matters that the Fire Chiefs deem appropriate.

11. This Agreement shall begin on the date of execution and shall continue for a period of twenty (20) years thereafter.

12. This Agreement may be terminated by either party by giving one year's written notice prior to the beginning of any fiscal year, such termination shall be effective at the end of the next fiscal year after receipt of the notice. (For example, if notice of termination is given May of 2008, termination shall become effective on July 1, 2009.) Notice shall be given at the following addresses:

KDH:

Town Manager  
Town of Kill Devil Hills  
P.O. Box 1719  
Kill Devil Hills, NC 27948

NH:

Town Manager  
Town of Nags Head  
P.O. Box 99  
Nags Head, NC 27959

IN WITNESS WHEREOF, the parties hereunto have set their hands and seals the day and year first above written.



KDH

By: [Signature] (SEAL)



NH

By: [Signature] (SEAL)

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

  
Kill Devil Hills Finance Officer

  
Nags Head Finance Director