



REQUEST FOR BOARD ACTION

ITEM NO. 14

DATE OF MEETING: April 4, 2016

REQUESTED BY: Kyle M. Breuer, Director, Planning and Community Development

SHORT TITLE: Discussion and Approval of a Partnership with NC Wildlife Resources Commission on the Operation of the Proposed Public Firing Range on the Holly Shelter Game Land.

BACKGROUND: In an effort to improve game lands throughout the State of North Carolina, the North Carolina Wildlife Resources Commission (NCWRC) has expressed interest in developing firing ranges in select areas across the State. This is in part to aid in the management of small arm/rifle practice firing and the minimization of open field firing where not necessary.

The primary purpose of the proposed site is to provide an area where sportsmen/sportswomen can practice shooting rifle and small arms firing. Secondary purposes include increased NCWRC presence in the area, improved environmental awareness and stewardship, and improved management of the Holly Shelter gamelands. Reduced disturbances in alternate areas for the purpose of target shooting will allow the gameland to be better managed. Multipurpose infrastructure with multiple environmental goals has proved to be cost effective and address multiple environmental concerns at once on reduced budgets. It is an objective of this site to reduce environmental impacts on other sites by attracting shooters that deposit lead to a controlled range.

The NCWRC has proposed a partnership with Pender County to provide all facilities necessary to operate a pistol and rifle range. With the partnership, NCWRC will also expand the number of shooting stalls, add a 3-D archery range, and provide restroom and office arrangements. As part of the agreement, Pender County will provide staffing of the facility and will administer rules to assure shooter safety and perform routine maintenance of the facility.

It is being requested that the Board consider approving the job description and allocation of overhead funds for the hiring of up to three (3) part-time Safety Range Officers to provide supervision and control all aspects of range operation. The NCWRC has agreed to pay salaries of the part-time positions until such time Pender County budgets these figures within the FY 16-17 budget. This is a part-time position and will provide staffing of the facility for no less than forty (40) hours per week. Additional reoccurring funds will be requested within the FY 16-17 budget to cover the salaries and all additional overhead.

Accompanying this request is a preliminary breakdown of potential costs and revenue associated with the position, draft job description, rules and regulations, and the draft memorandum of agreement.

**Proposed Pender County/NCWRC Shooting Range
Holly Shelter Game Lands - Shaw Highway**

		Salary	FICA	Overhead	TOTAL
Recommended Hourly Wage	12/hr @ 40hrs/week	\$ 24,960.00	\$ 1,910.00	\$ 3,525.00	\$ 30,395.00
Recommended Fees	Day Pass	\$ 5.00			
	Annual Pass	\$ 75.00			

Estimated Usage

Based on Figures From Uwharrie National Forest Shooting Range (Flintlock)

		Estimated Annual Revenue
Daily Passes Sold	4615	\$ 23,075.00
Annual Passes Sold	160	\$ 12,000.00
TOTAL		\$ 35,075.00
Potential Net Revenue		\$ 4,680.00

Range Safety Officer

FLSA Status: *Non-Exempt*

General Definition of Work

Performs semi-skilled work organizing, conducting and supervising safe shooting activities and range operations for all shooters at all times at the shooting range. This position ensures strict adherence to Standard Operating Procedures (SOP's) and provides assistance as needed to shooters utilizing the range. Work is performed under the moderate supervision of the Planning and Community Development Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

- Supervises all aspects of range operation. Ensures strict adherence to Standard Operating Procedures.
- Monitors all activity on the shooting lanes at all times. Call operation on the range for cease fire and "hot range" as needed.
- Follows proper procedures in accepting, handling and recording of monetary transactions.
- Assists customers with appropriate lane and target orientation.
- Promotes and smoothly executes instructional programs and shooting events.
- Keeps the range and adjunct facilities clean and in good condition.
- Follows emergency response plans as needed or required.
- Maintenance and repair of range facility; maintains back berms and constructs/repairs target stands.
- Coordinates with garbage and recycling contractors.
- Attends training as required.
- Works as a team player; communicates in a professional and courteous manner with everyone.
- Maintains a well-groomed, professional appearance at all times.
- Adheres to established NCWRC policies regarding the shooting range. Adheres to Pender County Employee Personnel policies.
- Assists other County departments with tasks and projects as assigned.

Knowledge, Skills and Abilities

Extensive knowledge about operation of firearms of all types. Knowledge of and follow-through of emergency response plans. Skill in the use of equipment to which assigned. Ability to stand for extended periods of time, occasionally under unfavorable weather conditions. Ability to work in a confined area. Ability to establish and maintain effective working relationships with other county departments, employees, associates, vendors and the general public.

Education and Experience

High school diploma or GED and extensive experience with firearms of all types, one year of experience in operating a sport shooting range preferred, one year experience in maintaining and repairing sport shooting range preferred, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, and occasional exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel and reaching with hands and arms, frequently requires pushing or pulling, lifting and repetitive motions and occasionally requires standing, walking, sitting, speaking or hearing, climbing or balancing and stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word;

Range Safety Officer

hearing is required to perceive information at normal spoken word levels; work requires operating machines, operating equipment and observing general surroundings and activities; work regularly requires ability to work in a confined area; work regularly requires exposure to outdoor weather conditions, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to vibration; work is generally in a loud noise location.

Special Requirements

Once hired, must attain (if not already certified) the NRA Certified Range Officer test with a score of 90% or better. Valid driver's license in the State of North Carolina.

Special Instructions for Duties

The Range Officer is authorized to close the range or temporarily cease activity at any time should safety concerns warrant such. The range officer is also authorized to require shooters to leave the range if they violate range rules or otherwise pose a threat to other shooters or to safe operation of the range.

The range officer is granted considerable discretion and it is expected that this authority will be used in a careful and responsible manner. Range officers should treat all shooters in a courteous and respectful manner, but should be firm in giving direction or correcting violations of safety rules. Range officers are representatives of the County and as such must refrain from comments directed at a person's sex, race or appearance. Range officers should avoid derogatory comments regarding any person's firearms or shooting ability unless they pose a safety risk, and then such comments should be made in a matter-of-fact and respectful manner.

In the event that a person violates safe firearms handling rules or range rules and is asked to leave the range, the following should occur:

- a. The range officer should make written notes of the situation immediately following the incident when he/she can safely do so. Such notes should include the time of the incident, a description of the safety violation(s), the response of the violator(s) – what they said and/or did, what the range officer said/did, and the name/phone numbers of any witnesses.
- b. The range officer should contact his supervisor by phone on the day of the incident and provide a verbal description of the event.
- c. The range officer should provide a written report to their supervisor the next business day.
- d. If an individual refuses to leave the range as instructed by the range officer or otherwise creates a disturbance, the range officer should cease fire on the range and contact LDWF Enforcement or local law enforcement.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature of Employee _____

Date _____

Signature of Supervisor _____

Date _____

MEMORANDUM OF AGREEMENT

AGREEMENT TO DESIGN, PERMIT, CONSTRUCT, OPERATE AND MAINTAIN A PUBLIC SHOOTING RANGE FACILITY

This agreement is made and entered into this the ___ day of ___, 2016, by and between the **NORTH CAROLINA WILDLIFE RESOURCES COMMISSION**, hereinafter referred to as the **COMMISSION**, and **PENDER COUNTY**, hereinafter referred to as the **COUNTY**.

I. PURPOSE OF THE AGREEMENT

It is mutually agreed that the **COMMISSION** and the **COUNTY** will cooperate to provide a public shooting range facility on the Holly Shelter Game Lands located off of Shaw Highway (NC-1522) in Pender County.

II. RESPONSIBILITIES

A. The **COMMISSION** agrees to:

1. Provide design development and construction of the range site work including all grading, berm construction, firing shelters, roads and parking lots.
2. Obtain all regulatory permits required for construction and improvements.
3. Construct a restroom building, assuming all necessary permits may be obtained.
4. Construct and be responsible for all repairs and improvements to infrastructure including the shooting range, parking area and roads.

B. The **COUNTY** agrees to:

1. Provide staffing to man the range with a certified range officer during hours of operation.
2. Provide routine maintenance at the range including mowing, trash and litter pickup.
3. Provide routine maintenance of the rest room building.

C. The **COUNTY** and the **COMMISSION** agree to:

1. The facility will be named the "Holly Shelter Shooting Range" and logos of both government agencies will be clearly listed and identifiable on any literature, site signage, educational and promotional items for the range.
2. The County may charge a reasonable fee to users of the range in an amount that is approved by the Commission. Fees and funds derived from the usage of the site will

be solely and exclusively used towards maintenance, repair and operations of the shooting range facility. Annual financial reports will be provided to the Commission upon request as required for expenditures of Federal Pittman Robertson Funds.

3. The facility will be open to the public for no less than 40 hours per week. Hours of operation will be agreed upon by both the COMMISSION and the COUNTY.

III. TERMINATION

It is mutually agreed that either party may terminate its involvement in this agreement by written notice to the other at least 120 days in advance of the date on which termination is to become effective. If the agreement is terminated by the COUNTY before the end of the agreement as described below, the COUNTY will either provide maintenance or funding for maintenance of the rest room building for the originally agreed upon term.

IV. TERM OF AGREEMENT

This agreement shall become effective upon full execution and shall continue in effect for a period equal to 25 years.

IN TESTIMONY WHEREOF, this Cooperative Agreement has been executed by the parties hereto, in duplicate originals, as of the date first above written.

DRAFT

Pender County

Name, Title

ATTEST

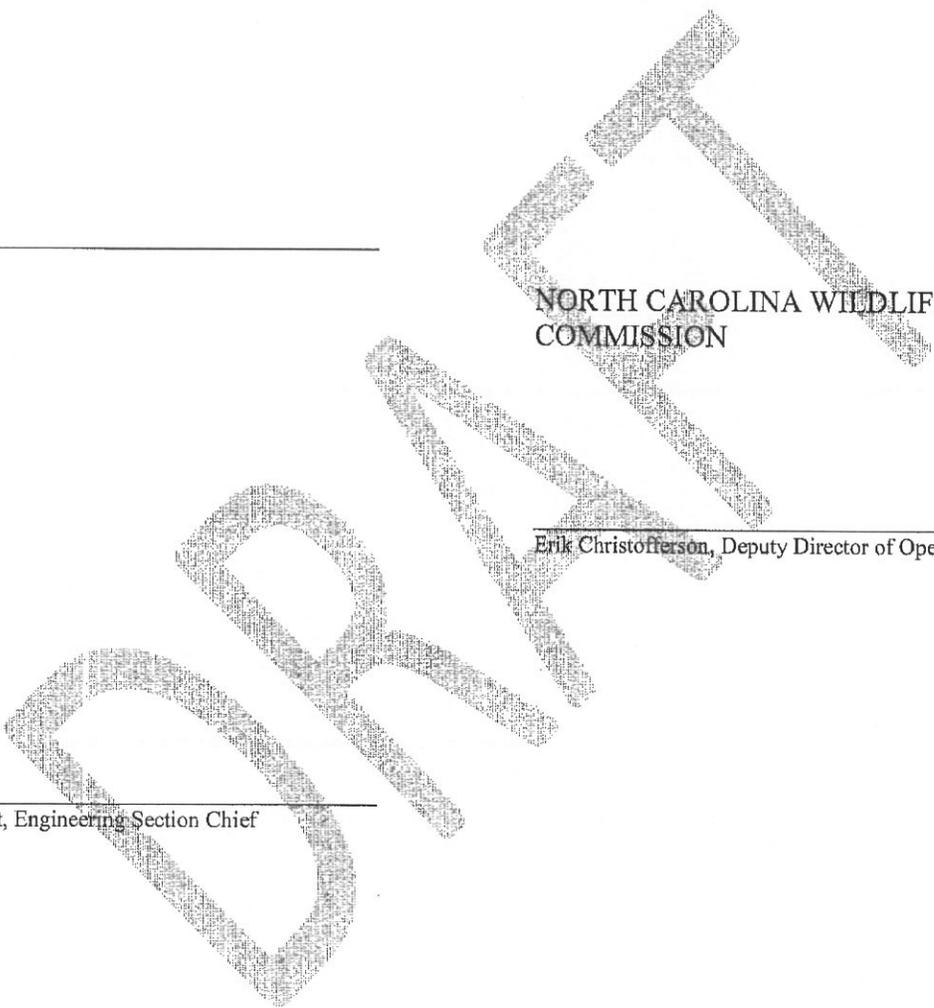
Name, Title

NORTH CAROLINA WILDLIFE RESOURCES
COMMISSION

ATTEST

Erik Christofferson, Deputy Director of Operation

Mark Hamlett, Engineering Section Chief



DRAFT

Task	Frequency	Responsibility
Check users for fee compliance	All day, every user of the site	Range Officer
Collect Trash throughout site	Daily	Range Officer County to provide receptacles
Clean Restroom: Sweep, replace paper, clean fixtures	Daily	Range Officer County to provide supplies
Remove and recycle brass: Empty brass containers	Daily	Range Officer County may collect for recycling, funds used for supplies
Clean Range Officer building	Daily	Range Officer
Mow site/weed eating	Weekly or as needed based on conditions	Range Officer or County Maintenance Staff
Prevent soil compaction: Ripping shooting lanes	Twice a year	Range Officer to notify WRC WRC to make necessary repairs
Clear sidewalks of ice, snow or other debris	As needed	Range Officer
Control pests in buildings	As needed	Range Officer
Minor repairs to benches: ex. Loose boards	As needed	Range Officer
Repair/replace target stands	As needed	Range Officer WRC to provide materials for stands
Repair accidental bullet damage on buildings	As needed	Range Officer to notify WRC WRC to make necessary repairs
Facility repairs: firing shelters, parking lot, access road	As needed	Range Officer to notify WRC WRC to make necessary repairs
Clean drainage culvert inlets	As needed	Range Officer or County Maintenance Staff
Maintain slope and shape of ballistic sand/berm backstops, including smoothing erosion on berm and maintaining shape	As needed	Range Officer to notify WRC WRC to make necessary repairs
Pump and remove vault wastewater	Semi-annually or as needed	Pender County
Pressure wash concrete vault toilet	Annually	Pender County
Grade parking lot and access road	Annually	WRC
Recycle berm lead	Every three years	WRC by contract
Stain pressure treated wood throughout site	Every three years	WRC
Review and revise Environmental Stewardship Plan	Every three years or as needed	WRC