



# COUNTY OF WARREN, NC

## Department of Emergency Services

Emergency Management \* Emergency Medical Services \* Fire Marshal's Office

PO Box 619  
540 W. Ridgeway St.  
Warrenton, NC 27589

Dennis Paschall  
Emergency Services Director

Office 252-257-2666  
Fax 252-257-9458

To: Warren County Board of Commissioners  
From: Dennis Paschall / Emergency Services Director *DP/KS*  
Date: April 28, 2017  
Ref: Recommendation to appoint individual to Local Emergency Planning Committee (LEPC) Board

### RECOMMENDATION:

The Warren County Local Emergency Planning Committee (LEPC) would like to recommend that the following individual be appointed for LEPC Board.

- 1) Stephen Pelfrey  
221 Fairview Street  
Warrenton, NC 27589

## STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners  
c/o Clerk to the Board  
PO Box 619  
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

- |                           |                          |
|---------------------------|--------------------------|
| 1. <u>Planning Board</u>  | 3. <u>ABC Commission</u> |
| 2. <u>Fire Commission</u> | 4. <u>LEPC</u>           |

Your full name Stephen W. Pelfrey  
Date of Birth 6-27-1968 Sex Male Race White  
Mailing Address 221 Fairview Street  
City and Zip Code Warrenton, NC 27589  
Street Address (same)  
City and Zip Code \_\_\_\_\_  
Home Phone 252-532-7082 Work Phone 919-560-0409  
Job Title Deputy Assessor  
Company or Agency Durham County Tax Administration  
Email Address spelfrey@gmail.com

Do you live in the county? Yes  No

Please list your County Commissioner District 2 (Sixpound Township)  
(This information can be obtained from the Board of Elections at (252) 257-2114).

### Educational Background

Name and Address of High School Attended Stafford Co. Sr. HS, Stafford, Virginia  
Name and Address of College Attended UMW, Fredericksburg, VA / GMU Law School, Arlington, VA  
Degree Received B.S. (Business Administration) / J.D.

Please list any military experience N/A

*This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.*

If you are presently serving as an elected or appointed official, please explain: N/A

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

**Work Experience** Attorney in private practice (Warren County) with primary focus on real estate. Several years' work in county government, including Warren County. While with NC Department of Revenue, developed and taught classes for county staff related to property tax administration. Prior math & science teacher at Warren County Middle School.

**Volunteer Experience** Previous experiences: Scoutmaster for Warren County Boy Scout troop; Chairman of Board of Trustees for Wesley Memorial UMC in Warrenton; member of Norlina VFD

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper                      Current Warren County Volunteer                      Other

If other, please explain: Concerns raised at commissioner meetings regarding citizen involvement

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature 

Date 2-15-17

*Please feel free to attach a resume if so desired.*

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WARREN COUNTY  
BOARD OF COMMISSIONERS  
AGENDA ITEM REQUEST FORM

Updated 1-2009

This form must be completed and attached to all supporting documentation for items to be included in the Warren County Board of Commissioners Agenda. One (1) form per agenda item.

Submitted By: Dennis Paschall Department: Emergency Services

Contact Phone #: ( 252 ) 257-1191 Ext. 237 Date Submitted: May 16, 2017

Date of Board of Commissioners Meeting to consider this item: June 5, 2017  
(Meetings are generally 1st Monday of each month.... confirm date with Clerk.)

Description (give short summary of topic, this is how item appears on the Agenda).

Local Emergency Planning Committee (LEPC) Board Appointment of Stephen Pelfrey, 1st term  
for three (3) years June 2017-June 2020

Who will attend Commissioner's meeting able to respond to questions? Give name & title:

Dennis Paschall, Emergency Services Director

Where does this item need to appear? Check all that apply:

Action Agenda                       Consent Agenda                       Closed Session  
 Presentation/Recognition                       Work session                       Schedule Public Hearing\*\*  
 Schedule joint meeting\*                       Schedule joint work session\*

\* Board, commission, or group requesting joint meeting: \_\_\_\_\_

\*\* If requesting a Public Hearing, provide an e-mail copy of sample ad to run in newspaper.

Supply General Statute or local ordinance that governs this item (attach copy):

Has this item been reviewed by County Attorney? Yes \_\_\_\_\_ No  (Attach recommendation.)

What action is requested of the Board? Approval appointment of Stephen Pelfrey to LEPC

What action is requested of the Manager? Approval appointment of Stephen Pelfrey

Are County funds required? Yes / (No ) \$ \_\_\_\_\_ Funding Source \_\_\_\_\_

**PLEASE PROVIDE:** One (1) paper copy and one (1) E-mail copy of all attachments to go in the digital Agenda to the Clerk no later than stated Agenda Item due date for above referenced meeting.