

EXHIBIT B



**North Carolina Wildlife Resources Commission
Wake County**

**Wake County Firearms Education and Training Center
Short-Term Operations Plan**

**12 February 2020
DRAFT**



TABLE OF CONTENTS

I WCFETC AND WRC Mission	3
II HOURS OF OPERATION	3
III Staffing	3
<i>Staff Work Schedule</i>	3
<i>Staff Responsibilities</i>	3
<i>Staff Assignments</i>	3
IV RANGE SAFETY OFFICER EMPLOYMENT REQUIREMENTS	4
V VISITOR PASS AND DATA COLLECTION SYSTEM	4
<i>Shooting Range Pass Process</i>	4
VI PARTNERS	4
VII VOLUNTEERS/INTERNS	5
VIII PROGRAMMING	5
IX BUDGET	5
<i>Staffing Costs</i>	5
<i>Additional Operating Costs Estimate</i>	5
<i>Total Operating Costs</i>	5
X REVENUE	6
<i>Revenue Potential</i>	6
XI OPERATIONS COMMITTEE	6
XII NCWRC SHOOTING RANGE FACILITIES	7



I. WCFETC and WRC Mission:

Implement and provide education, competition and access to shooting opportunities by maintaining and operating a safe shooting environment for our state's sportsmen and women and recreational shooters.

II. Hours of Operation

4 Day Schedule (28 hrs)	
Friday	5pm – 9pm
Saturday	9am – 7pm
Sunday	9am – 7pm
Monday	5pm – 9pm

III. Staffing

4 Day Work Week:		
1 Range Safety Officer Team Lead	30 hrs/week	11 months
4 Range Safety Officers	30 hrs/week	11 months
2 On-call Staff Member	8 hrs/month minimum	11 months

Staff Work Schedule:

Staff will work when the facility is open to the public – reporting ½ hr before opening.

Staff Responsibilities:

- RSO Team Lead primary responsibilities are office management as well as rotational RSO duties.
- RSO primary responsibilities are maintaining a safe environment on the shooting range and keeping the range clean and in good condition.
- On-call staff members will be a fill in RSO as needed.

Staff Assignments:

1. Front Desk/Check-in: RSO Team Lead
2. Range 2: RSO
3. Range 3: RSO
4. Range 4: RSO
5. Control Board: RSO
 - Staff will rotate to the front desk on a pre-determined schedule to allow for noise relief.



IV. Range Safety Officer Employment Requirements

1. Must be 21 years of age.
2. Must possess a valid NC Driver's License.
3. Submit to a back-ground check which reveals no disqualifying convictions. Disqualifying convictions are listed as follows:
 - a. A felony.
 - b. A crime or unlawful act defined as a "Class 1" misdemeanor within the five-year period prior to the date of application; or
 - c. Any conviction of the game and fish law which would require a mandatory suspension and or revocation of a license as indicated in G.S. 113-276.3 within the three-year period prior to the date of application.
4. Management prefers one-year experience in operating a sport shooting range such as skeet, trap, clay, archery, or target.
5. Management prefers one-year experience in maintaining and repairing sport shooting range such as skeet, trap, clay, archery or target.
6. Once hired, must attain (if not already certified) the NRA Range Safety Officer certification with a test score of 90% or better.
7. Submit to a lead and hearing test.

V. Visitor Pass and Data Collection System

Shooting Range Pass Process:

This facility will utilize the same process as the other WRC ranges in regard to patron sign-in. The first-time patron will:

1. View a range safety video
2. Be provided a brief orientation of the facility and the rules
3. Be provided a WRC Shooting Range Pass valid through the current calendar year
4. Be directed to sign-in with the use of computer tablet
5. Read and sign the range waiver
6. Answer a few brief range survey questions
7. And complete the sign-in process with their signature

VI. Partners

WRC will work with Wake County's consultant, various stakeholders and other potential partners to explore long term viability of the range that will consider training, educational opportunities, leagues and competitions. Partners sought to assist with RSO and instructor duties would need to submit an application and fulfill the requirements of RSO employment plus be properly certified in the courses to be taught.



VII. Volunteers/Interns

A volunteer program can be developed to assist with various duties throughout the facility. Or conversely, an intern program can be developed with NCSU Department of Parks, Recreation & Tourism Management or a similar college or university program.

Recruitment of volunteers and interns would be advertised at the range and through various other outlets. Volunteers and interns would need to submit an application and fulfill the requirements of RSO employment plus be properly certified in the courses to be taught. Alternatively, an application for volunteer and intern duties that are outside of instruction or range safety officer can be accepted and would allow for recruitment of general maintenance projects (target and target stand maintenance, various utility worker tasks, etc.) reception desk assistance, and course assistance (classroom set-up, instructor admin assistance, etc.)

VIII. Programming

With the pressing goal of opening the range for public use, initial programming efforts will be minimal.

IX. Budget:

Staffing Costs:

	DURATION	HOURS	HOURLY	ACTUAL	BUDGETED	WORK TIME	SOURCE	
Position	BY WEEKS	PER WEEK	SALARY	AMOUNT (Rate + \$2 per hour + FICA)	AMOUNT	DURATION	GRANT	MATCH
RSO TL	48	30	\$18.00	\$21.38	\$30,782.88	9/1/20 - 7/31/21	W1	75:25
RSO 1	48	30	\$15.00	\$18.15	\$26,132.40	9/1/20 - 7/31/21	W1	75:25
RSO 2	48	30	\$15.00	\$18.15	\$26,132.40	9/1/20 - 7/31/21	W1	75:25
RSO 3	48	30	\$15.00	\$18.15	\$26,132.40	9/1/20 - 7/31/21	W1	75:25
RSO 4	48	30	\$15.00	\$18.15	\$26,132.40	9/1/20 - 7/31/21	W1	75:25
On-Call	48	2	\$15.00	\$18.15	\$1,742.16	9/1/20 - 7/31/21	W1	75:25
On-Call	48	2	\$15.00	\$18.15	\$1,742.16	9/1/20 - 7/31/21	W1	75:25
					\$138,796.80			

Additional Operating Costs Estimate:

\$20,000 for target backing, targets, office supplies, programming supplies, staff lead and hearing tests, etc.

Total Operating Costs:

Staffing	Additional Costs	Total
\$138,796.80	\$20,000	\$158,796.80



X. Revenue

Revenue Potential:

There is potential for revenue generation with this facility based off prior operations of the facility. Research and exploration of proper price point for yearly and daily passes will be done to identify the actual potential and procedure for implementation.

For this short-term operations plan the range will be free to the public.

XI. Operations Committee:

Operations Committee meetings will be held quarterly during this short-term agreement and will include representatives from the Sheriff's Office, WRC, and Wake County.

