
Profile**Which Boards would you like to apply for?**

Fire Commission: Submitted**Please select your first Board preference: ***

☒ Fire Commission**Please select your second Board preference: ***

☒ None Selected**Please select your third Board preference: ***

☒ None Selected**Please select your fourth Board preference: ***

☒ None Selected**Please select your fifth Board preference: ***

☒ None Selected**Please select your sixth Board preference: ***

☒ None Selected

Mark

First Name

D

Middle Initial

Matthews

Last Name

846 Apalachia Lake Drive

Street Address

Suite or Apt

Fuquay-Varina

City

NC

State

27526

Postal Code

What district do you live in?

None Selected

Business: (919) 552-1412

Primary Phone

Mobile: (919) 219-4119

Alternate Phone

mmatthews@fuquay-varina.org

Email Address

Town of Fuquay-Varina

Employer

Assistant Town Manager

Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

☐ Yes ☒ No

In order to assure countywide representation, please indicate your place of residence:

☒ Fuquay-Varina

Interests & Experiences

Why are you interested in serving on a Board or Commission?

Assistant Town Manager of Fuquay-Varina applying for primary municipal manager seat.

Work Experience

See attached resume. Currently Assistant Town Manager of the Town of Fuquay-Varina.

Volunteer Experience

See attached resume.

Education

See attached resume. Master of Public Administration - University of Kansas BA - Political Science - NC State University

Comments

Applying to serve as the primary municipal management representative.

[Mark Matthews Resume Updated 06-2021.doc](#)

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics



Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

County and Municipal Managers

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

Mark D. Matthews, ICMA-CM Candidate

846 Apalachia Lake Drive
Fuquay-Varina, NC 27526
919-219-4119
mdmmpa@gmail.com

SUMMARY STATEMENT

Proven local government management leader with demonstrated record of creative problem solving, collaborative leadership, long-term planning, promotion of technology, and outstanding customer service. History building relationships with external agencies, elected officials and staff to accomplish mutual goals.

EXPERIENCE

Town of Fuquay-Varina, NC

Assistant Town Manager, October 2014-Present

- Provide direct oversight to departments impacting finance, operations, growth and quality of life in Fuquay-Varina, while supporting the Town Manager in overall leadership of the organization. Represent the Town to various stakeholders, while promoting initiatives to enhance customer service and advance community goals.

County of Wake, NC

Fiscal and Policy Analyst, September 2010-October 2014

- Experience in both Operating and Capital Budgeting, Debt Service. Serve as staff liaison to Wake Emergency Communications Organization, Fire Commission, and served on other various interdepartmental and inter-jurisdictional teams. Represent County Manager to numerous high-level elected and appointed officials.

County of Fairfax, VA

Budget Analyst, May 2007-September 2010

- Responsible for the development and oversight of various general fund agency and other fund budgets, the public input process, performance management, workforce planning and other team assignments within the County's Department of Management and Budget. Experience coordinating Carryover and Third Quarter Review budget processes.

County of Loudoun, VA

Management Analyst/Transportation Engineer, June 2006-May 2007

- Conducted management analysis, research, and transportation impact review for the Office of Transportation Services.

Management Intern, June 2005-June 2006

- Completed rotations in the Department of Social Services, Office of Solid Waste Management, County Administration, and the Town of Leesburg Police Department.

City of Lenexa, KS

Administrative Intern, June 2004-May 2005

- Accomplished Projects as assigned by the City Administrator and Assistant City Administrator

EDUCATION

Master of Public Administration

Graduated 2006
Honors Graduate

University of Kansas (Lawrence, KS)

Edwin O. Stein Masters Program in Public Administration

B.A., Political Science

Graduated 2004

North Carolina State University (Raleigh, NC)

(Law and Theory Emphasis)

Municipal and County Administration Certificate University of North Carolina School of Government

Graduated 2017

(Chapel Hill, NC)

ICMA Gettysburg Leadership Institute

Mark D. Matthews, ICMA-CM Candidate

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September 2019

(Gettysburg, PA)

SKILLS

Experienced with various corporate enterprise systems and information technology.
Extensive experience in intergovernmental relations, organizational analysis, business process improvement, budget analysis, and performance evaluation.

PROFESSIONAL AND HONORARY ASSOCIATIONS

North Carolina City/County Managers Association (NCCCMA)

- Seminar Program Committee Member (2020-2021)
- Professional Development Committee Member (2020-2021)

International City/County Management Association (ICMA)

Kansas University City Managers and Trainees (KUCIMAT)

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SUMMARY OF WORK EXPERIENCE

Town of Fuquay-Varina, North Carolina

High growth municipality of approximately 35,000 people located nearby Raleigh, NC, Research Triangle Park, and Campbell University. The Town is among the fastest growing municipalities in the state, having grown from 7,898 residents in the 2000 Census. The Town is heavily focused on long-term planning, infrastructure development, quality of life, and meeting the service demands of a growing and changing population. The Town demonstrates strong financial performance with a AAA bond rating from S&P, becoming the only town in the state to gain that rating with a population under 25,000 at the time. The Town is a full-service municipality, providing public utilities, law enforcement and fire, public works/sanitation, development and recreational services. County manager form of government with a directly elected Mayor, and a five member Town Board of Commissioners serving 4 year staggered terms elected at large.

Assistant Town Manager

October 2014-Present

Serve as the second in command to the CAO in the organization, assisting the Town Manager in the leadership and oversight of all aspects of Town government operations, while serving in acting manager capacity in the absence of the Town Manager. Currently provide direct oversight of five departments: Finance, Public Works, Information Technology, Arts Center, and Parks, Recreation, and Cultural Resources. Previously provided oversight of Planning, Inspections, Engineering. Oversaw a comprehensive Information Technology Assessment and leads the Town's IT Governance Committee. Served as Town representative for Wake County Transit issues and lead collaborative efforts with Wake County and the Wake County Public School System. In my tenure with the Town, the Town has experienced an unprecedented level of private investment, new school investment, and has received approximately \$16 million in grants for transportation and recreation projects. Provided direct oversight of the adoption of a new Land Development Ordinance (first rewrite since the 1960s), Land Use Plan, and Community Transportation Plan. These updated plans modernize the Town's development standards, make the Town more competitive, and promote enhanced infrastructure and quality of life through a healthy blend of private and public investment. The Town has also focused on communications and engagement in a modern way and has received statewide and national awards for branding and the use of social media, Youtube videos, and Town website.

County of Wake, North Carolina

Fast-growing capital county of North Carolina, with population of more than 1 million. The County faces the challenge of meeting the service demands associated with continued growth in the current revenue climate. Economy and citizen participation heavily influenced by proximity to major universities and a large number of high education level jobs, as well as the presence of the State Capital. Strong financial performance with Aaa bond rating from all three major investor's services. County manager form of government governed by a seven member Board of Commissioners, with representing geographic districts but elected at large to staggered terms.

Fiscal and Policy Analyst

September 2010-October 2014

Conducted fiscal and policy analysis within the County's Budget and Management Services department, covering the Sheriff's Office, Fire and Emergency Management, Community Services, Information Services, Register of Deeds, Board of Elections, Public Safety Communications, County Manager's Office, and Board of Commissioners budgets. Other experience includes the Wake County Public School System and debt and capital budgets. Responsible for budget development, management, and monitoring of assigned department budgets, as well as special management analysis projects as identified by myself, the County Manager's Office, Budget, or departments. Leading the Fire Tax District Cost Share Study review, a special committee with representation from municipal and not-for-profit fire chiefs, the Fire Commission, municipal and County staff. Represented the County on various interdepartmental and intergovernmental special project teams, such as the 800 MHz Public Safety Radio Communications System replacement team, Wake Emergency Communications Organization, CAD and long range planning group, and Wake County Detention Center Phase II Expansion Staffing and Operating Costs study.

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mdmmpa@gmail.com

County of Fairfax, Virginia

Northern Virginia County, within the Washington, DC Metro region with a population of over 1 million. As Fairfax County approaches buildout, the County simultaneously faces the challenges of maturing communities in some parts of the County while facing growth pressures in other areas. Highly educated, engaged citizenry and professional, service oriented staff. Strong financial performance with Aaa bond rating from all three major investor's services. Urban executive county government governed by a nine member Board of Supervisors, with a Chair and Supervisors representing eight districts.

Budget Analyst

May 2007-September 2010

Conducted budget and management analysis within the County's Department of Management and Budget, covering the Police Department, Fire and Rescue Department, the Office of Emergency Management, the Department of Information Technology, and the Department of Cable Communications and Consumer Protection. Also covered other funds including E-911, Cable Communications, Document Services, Information Technology Projects, Technology Infrastructure, Reston Community Center, Office of Human Rights and Equity Programs and NOVARIS. Coordinated the County's FY 2008 Carryover Review and FY 2009 Third Quarter Review. Served on the Budget Process Redesign and Workforce Planning teams. Coordinated the County Executive Meetings for the FY 2009 Annual Budget Process. Responsible for the oversight of approximately \$300 million in general fund agency and other fund budgets. Served on the core planning team for the County's FY 2010 Lines of Business review. Leader within the public input team responsible for Community Dialogues, Employee Forums, and the online comment portions of the budget process.

County of Loudoun, Virginia

Northern Virginia County, within the Washington, DC Metro region with a population of 263,000. In 2003-2004, Loudoun County ranked first in population growth in the nation among counties with populations greater than 100,000. Highly educated, engaged citizenry and professional, service oriented staff. Strong financial performance with Aaa bond rating from all three major investor's services. Traditional county government governed by a nine member Board of Supervisors, with a Chair and Supervisors representing eight districts.

Management Analyst

June 2006-May 2007

Conducted management analysis on a wide array of projects for the County's Office of Transportation Services. Developed guidelines involving proffer acquisition for transportation and transit purposes. Represented OTS on an interdepartmental proffer development and review team. Researched proffers when initiated by elected officials, staff, or citizens. Responsible for portions of the Countywide Transportation Plan Update process. Coordinated traffic calming efforts with VDOT and local citizen groups. Researched and developed through-truck restrictions when initiated by Board members. Assisted in the administration of various transportation improvements contracts. Reviewed transportation impacts of various land development applications. Served as Transportation liaison for interdepartmental Rural Team. Served on teams conducting budget development and the Countywide Transportation Plan.

Management Intern

June 2005-June 2006

Served as a staff member in the Department of Management and Financial Services, serving rotational assignments as shown below.

Town of Leesburg Police Department

April 2006-June 2006

Coordinated National Incident Management System compliance through FEMA for the Chief of Police, a new condition for all Federal disaster preparedness funding. Worked with multiple departments, jurisdictions, and stakeholders to develop a single regional equipment database, categorized by function, capacity, and performance. Received training and certification in emergency management.

County Administration

January 2006-April 2006

Monitored legislation in the Virginia General Assembly and analyzed its impact on the County. Developed procedures for the use of cash proffered payments towards alternative improvements. Assigned bills to staff for analysis and fiscal impact studies. Assisted in the development of legislative action items for presentation to the Board of Supervisors. Represented the County at General Assembly and legislative liaison meetings. Provided legislative support to the Board of Supervisors, Assistant County Administrator, and Legislative Liaison.

Office of Solid Waste Management

October 2005-December 2005

Developed presentations and materials for the County's Solid Waste Management Plan Biennial Review. Completed budget enhancement proposals. Monitored and reported performance measures. Audited landfill revenue collections. Completed analysis for a new performance plan. Assisted the Director and Assistant Director of Solid Waste Management on other administrative functions as needed.

Department of Social Services (CDBG Program)

June 2005-September 2005

Mark D. Matthews, ICMA-CM Candidate

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Fuquay-Varina, NC 27526
919-219-4119
mdmmpa@gmail.com

Drafted the policies and procedures for the County's new Loudoun County Home Improvement and Revitalization Program. Provided other technical support and assistance to the CDBG Program Manager.

City of Lenexa, Kansas

Northeast Kansas city in Johnson County, within the Kansas City Metro region with a population of just under 50,000. Well educated, engaged citizenry and professional, innovative staff. Council-administrator city governed by a Mayor and eight Council members representing four wards.

Administrative Intern, City Administrator's Office

June 2004-May 2005

Assisted in the preparation of the City's Budget in Brief. Worked with elected officials and city staff to create the City's State and Federal Legislative Programs. Served as the legislative liaison for State Legislative session and the principle staff member for state and federal legislative support. Evaluated options for disbursement of Community Development Block Grant funds to not-for-profit and faith-based organizations. Provided research and analysis for the creation of a Copier Reserve Fund. Worked to update the City's Equipment Reserve Fund. Analyzed current and projected trends in telecommunications infrastructure. Facilitated comprehensive administrative policy and procedures review.

Profile

Which Boards would you like to apply for?

Fire Commission: Submitted

Please select your first Board preference: *

☒ Fire Commission

Please select your second Board preference: *

☒ Fire Commission

Please select your third Board preference: *

☒ Fire Commission

Please select your fourth Board preference: *

☒ Fire Commission

Please select your fifth Board preference: *

☒ Fire Commission

Please select your sixth Board preference: *

☒ Fire Commission

Brandon		Zuidema
First Name	Middle Initial	Last Name

1641 Legendary Lane	
Street Address	Suite or Apt

Morrisville	NC	27560
City	State	Postal Code

What district do you live in?

None Selected

Mobile: (919) 291-2486	Business: (919) 463-6154
Primary Phone	Alternate Phone

bzuidema@townofmorrisville.org
Email Address

Town of Morrisville	Assistant Town Manager
Employer	Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

☐ Yes ☒ No

In order to assure countywide representation, please indicate your place of residence:

☒ Morrisville

Interests & Experiences

Why are you interested in serving on a Board or Commission?

I wish to fill the alternate Town Manager vacant seat.

Work Experience

See resume

Volunteer Experience

See resume

Education

See resume

Comments

I look forward to serving on the Fire Commission if selected. Thank you for the opportunity.

[B_Zuidema_Resume_6-21.pdf](#)

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics

[Redacted]

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

Fire Services Director Darrell Alford

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

Brandon V. Zuidema

1641 Legendary Lane, Morrisville, NC 27560
(919) 291-2486 bzuidema@townofmorrisville.org

SUMMARY OF QUALIFICATIONS

I am a twenty-eight-year local government veteran with twenty-one years of diversified local government leadership, management, and supervision experience. I am committed to professional organizational and community leadership, and I model ethical behavior and effective communication in all that I do. I serve as a mentor for other leaders, and I pride myself on community service. I possess a master's degree in Sociology, a master's certificate in Local Government Management, and I have received additional professional and administrative leadership and local government management training.

PROFESSIONAL EXPERIENCE

TOWN OF MORRISVILLE

Morrisville, North Carolina

November 2019 – Present

Assistant Town Manager

Work with the Town Manager to provide leadership and management for Town operations. Directly supervise multiple departments, manage projects, and work directly with Town Council to address their goals and priorities.

GARNER POLICE DEPARTMENT

Garner, North Carolina

December 2009 – November 2019

Chief of Police

Responsible for leadership and supervision of the police department, including administrative, investigative and patrol functions utilizing a community policing philosophy to guide the organization. I also serve as a member of the leadership team for the Town of Garner working with the Town Manager and other staff.

LIBERTY UNIVERSITY

Lynchburg, Virginia

August 2007 – Present

Adjunct Professor

Serve as a contracted adjunct instructor for Criminal Justice in the Distance Learning Program.

LYNCHBURG POLICE DEPARTMENT

Lynchburg, Virginia

October 1994 – November 2009

Sworn Police Officer / Lieutenant / Captain

Served as a Patrol Officer, School Resource Officer, Patrol Supervisor, Administrative Lieutenant, Criminal Investigations Lieutenant, Patrol Captain, Special Operations Captain, and Chief's Staff Officer.

WYOMING COUNTY SHERIFF'S DEPARTMENT

Warsaw, New York

March 1993 – October 1994

Deputy Sheriff in the Patrol Division

June 1992 – March 1993

Emergency Services Dispatcher

PROFESSIONAL TRAINING

North Carolina State University (2020-2021); Certificate in Project Management (Expected 2021)

University of North Carolina at Chapel Hill (2021); Contract Management

University of North Carolina at Chapel Hill (2020); Budgeting

University of North Carolina at Chapel Hill (2020); Contracting for Construction & Design

University of North Carolina at Chapel Hill (2019); Introduction to Local Government Finance

Radford University / Virginia Financial Officers' Association (2019); Introduction to Governmental Accounting.

University of North Carolina at Chapel Hill (2017); Municipal and County Administration.

International City/County Management Association (2016); Mid-Career Manager's Institute.

University of North Carolina at Chapel Hill (2011); Public Executive Leadership Academy.

University of Richmond / Virginia Police Chief's Foundation (2005); Professional Executive Leadership School.

North Carolina State University (2002); Administrative Officer's Management Program.

EDUCATION

Master's Certificate in Local Government Management (2016)
Virginia Tech University / Virginia Local Government Management Association

M.S., Sociology (May 2006)
Longwood University, Farmville, Virginia

B.S., Sociology; Minor: Organizational and Occupational Relations (December 1992)
State University of New York at Geneseo, Geneseo, New York.

PROFESSIONAL ORGANIZATIONS

North Carolina City County Management Association – Member (2019 – Present).

International City County Management Association – Member (2016 – Present).

North Carolina Association of Chiefs of Police (2009 – 2019).

- President, 2018
- First Vice President, 2017
- Second Vice President, 2016.

Wake County Emergency Communications Organization (2009 – 2019). Chairman, 2012 – 2018.

International Association of Chiefs of Police (2004 – 2019).

PROFESSIONAL ACCOMPLISHMENTS – GARNER POLICE DEPARTMENT

Implemented a new mission statement and set of values that are now ingrained throughout the organization through our display of the values in the building, including the values on our badge and challenge coin, and through continuous discussion of and emphasis on the values.

Developed and implemented the department's first internal affairs manual and software; implemented new procedures to ensure consistent and fair treatment of employees as well as accountability and transparency with the community.

Developed and implemented the department's first strategic plan and annual report.

Developed and implemented a mandatory fitness program for all sworn employees.

Collaborated with Town staff and our architect on the design and construction of a new police department facility.

Worked collaboratively with Town Council and staff, department personnel, citizens, and community organizations to develop and implement a body worn camera policy and program.

Served as the committee chair for the creation and implementation of a Service Level Agreement for all participating municipalities in our shared Emergency Communications Center.

Co-authored a complete revision to the Town policy manual.

COMMUNITY INVOLVEMENT

Youth Thrive of Wake County (2015 – 2018); Member, Board of Directors.

North Carolina State University Public Safety Leadership Initiative (2014 – 2017); Member, Advisory Board.

Garner Police Athletic/Activities League (2010 – 2019). Co-Founder and Executive Director.

Garner Civitan Club (2010 – Present). Member; Treasurer – 2012 to 2019.

Garner Educational Foundation (2010 – Present). Elementary School Reading Volunteer.

North Carolina Special Olympics Law Enforcement Torch Run (2010 – Present). Volunteer.

C.A.S.A. of Central Virginia (2009). Member – Board of Directors.

Lynchburg Lifesaving Crew (2008-2009). Member – Board of Directors.

Virginia Special Olympics Law Enforcement Torch Run (2004-2009). Department Coordinator (2004-05).

Exchange Club of Lynchburg (2003-2009). Past Club President and Past Club Secretary; Past District Secretary for the Colonial District Exchange Clubs.

FAMILY

Married to Spring Irene Zuidema since 1993; two daughters – Meghan (age 23) and Molly (age 20).

REFERENCES

Professional and personal references are available upon request.

Profile**Which Boards would you like to apply for?**

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☒ Fire Commission**Please select your second Board preference: ***

☒ None Selected**Please select your third Board preference: ***

☒ None Selected**Please select your fourth Board preference: ***

☒ None Selected**Please select your fifth Board preference: ***

☒ None Selected**Please select your sixth Board preference: ***

☒ None Selected

Edward

First Name

P

Middle Initial

Brinson

Last Name

5820 Heatherstone Drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27606

Postal Code

What district do you live in?

None Selected

Mobile: (919) 605-0115

Primary Phone

Home: (919) 851-1324

Alternate Phone

ed@ncsfa.com

Email Address

North Carolina State Firefighters
Assn.

Employer

Deputy Director

Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

☒ Yes ☐ No

In order to assure countywide representation, please indicate your place of residence:

☒ Raleigh

Interests & Experiences

Why are you interested in serving on a Board or Commission?

Appointed as primary to the new fire commission position

Work Experience

Volunteer Experience

Education

Comments

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

None Selected

If you selected "Other" above, how?

Please upload a file

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☒ Fire Commission**Please select your second Board preference: ***

☒ None Selected**Please select your third Board preference: ***

☒ None Selected**Please select your fourth Board preference: ***

☒ None Selected**Please select your fifth Board preference: ***

☒ None Selected**Please select your sixth Board preference: ***

☒ None Selected

Brian

First Name

D

Middle Initial

McFeaters

Last Name

1609 Stonehurst Rd

Street Address

Suite or Apt

Raleigh

City

NC

State

27607

Postal Code

What district do you live in?

None Selected

Mobile: (919) 427-6757

Primary Phone

Home: (919) 851-8305

Alternate Phone

brian_mcfeaters@yahoo.com

Email Address

Retired

Employer

Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

☐ Yes ☒ No

In order to assure countywide representation, please indicate your place of residence:

☒ Raleigh

Interests & Experiences

Why are you interested in serving on a Board or Commission?

Appointed as the Alternate for the newly created Fire Department Not for Profit Board position on the Fire Commission by the delegation of departments

Work Experience

Volunteer Experience

Education

Comments

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics


Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Current Wake County Volunteer

If you selected "Other" above, how?

Please upload a file

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