

# SUMNER COUNTY COMMISSION

355 N. Belvedere Drive – Room 111  
Gallatin, Tennessee 37066-5410

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The following minutes are included in this packet:

Commissioners

*Terry Moss – 1st*

*Terry Wright – 2nd*

*Mark Harrison – 3rd*

*Dillon Lamberth – 4th*

*Darrell Rogers – 5th*

*David Klein – 6th*

*Danny Sullivan – 7th*

*Baker Ring – 8th*

*Dr. Mary Genung – 9th*

*Benjamin Harris – 10th*

*Kevin Pomeroy – 11th*

*Deborah Holmes – 12th*

*Terri Boyt – 13th*

*Dr. Jamie Teachenor – 14th*

*J. Wes Wynne – 15th*

*Jeremy Mansfield – 16th*

*Robert Brown III – 17th*

*Don Schmit – 18th*

*Shannon Burgdorf – 19th*

*Merrol Hyde – 20th*

*Jerry Becker – 21<sup>st</sup>*

*Matthew Shoaf – 22<sup>nd</sup>*

*Tim Jones – 23<sup>rd</sup>*

*Chrissi Miller – 24<sup>th</sup>*

**Beer Board.....November 18**

**Education Committee.....November 18**

**General Operations.....November 4**

**Health & Emergency Services.....November 4**

**Legislative Committee.....November 6**

**MINUTES  
NOVEMBER 18, 2024  
BEER BOARD  
CHAIRMAN, BAKER RING**

Present:

Baker Ring, Chairman  
Don Schmit, Vice-Chairman  
Chrissi Miller  
Terry Moss

Absent:

Kevin Pomeroy

Also Present:

Eric Sitler, Law Director  
Jennifer Mitchell, minute taker

The regular meeting of the Beer Board was brought to order by Chairman Ring on Monday, November 18, 2024, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. A quorum was present.

Agenda. Upon motion of Comm. Miller, seconded by Comm. Moss, the Board voted unanimously to approve the agenda.

Minutes of October 21, 2024. Upon motion of Comm. Miller, seconded by Comm. Moss, the Board approved unanimously the minutes for October 21, 2024.

Recognition of the Public. None

II. Old Business.

III. New Business.

A. Application for beer permit.

The purpose of the meeting was to discuss and vote on the beer application of the following:

Vighnaharta Two Inc., DBA Turner Station Market, located at 3801 Old Highway 31E, Westmoreland, TN 37186. This permit is for off-premises consumption

Upon motion of Comm. Schmit, seconded by Comm. Moss, the Board voted unanimously to approve the beer permit for Vighnaharta Two Inc., DBA Turner Station Market.

Adjournment. Chairman Ring declared the meeting adjourned at 6:32 p.m. upon motion of Comm. Miller and seconded by Comm. Schmit.

Prepared by Jennifer Mitchell

**MINUTES  
EDUCATION COMMITTEE  
CHAIRMAN, JERRY BECKER  
NOVEMBER 18, 2024**

Present:

Jerry Becker, Chairman  
Danny Sullivan, Vice-Chairman  
Shannon Burgdorf  
Dillon Lamberth  
Baker Ring  
Don Schmit  
Terry Wright

Also Present:

Eric Sitler, Law Director  
Scott Langford, Director of Schools  
Jennifer Mitchell, minute taker

Chairman Becker brought the regular meeting of the Education Committee to order with an invocation by Comm. Burgdorf on Monday, November 18, 2024, at 6:34 p.m. in the Sumner County Administration building in Gallatin.

3. Adoption of the Agenda.

Upon motion of Comm. Lamberth, seconded by Comm. Sullivan, the Committee voted unanimously to approve the agenda.

4. Approval of Minutes October 7, 2024.

Comm. Sullivan moved, seconded by Comm. Ring, to approve the minutes from October 7, 2024. The Committee voted to approve October 7, 2024, minutes.

5. Recognition of the Public.

None

6. Report of the Chairman.

No report

7. Report of County Mayor.

Not present

8. Report of Director of Schools.

Director of Schools Scott Langford reported on the updates for the athletic facilities.

9. Old Business.

10. New Business.

a. Sumner County Board of Education Amendments (for information only).

1. Budget Amendment 32
2. Budget Amendment 38
3. Budget Amendment 39
4. Budget Amendment 40
5. Budget Amendment 49
6. Budget Amendment 50

No action needed.

b. Copier Lease – Pupil Services Department.

Comm. Ring moved, seconded by Comm. Schmit, to approve and forward to full Commission. The motion carried unanimously.

11. Adjournment.

The Committee adjourned at 6:40 p.m. upon motion of Comm. Lamberth and seconded by Comm. Burgdorf.

Prepared by Jennifer Mitchell

**MINUTES  
GENERAL OPERATIONS COMMITTEE  
JEREMY MANSFIELD, CHAIRMAN  
NOVEMBER 4, 2024**

Present:

Jeremy Mansfield, Chairman  
David Klein, Vice-Chairman  
Deborah Holmes  
Tim Jones  
Chrissi Miller  
Terry Moss  
Vacant

Also Present:

John Isbell, County Mayor  
Eric Sitler, Law Director  
David lawing, Finance Director  
Merrol Hyde, Commission Chairman  
Jennifer Mitchell, minute taker

Chairman Mansfield brought the regular scheduled meeting of the General Operations Committee to order with an invocation on Monday, November 4, 2024, at 6:35 p.m. in the Sumner County Administration Building. Chairman Mansfield declared a quorum present to conduct business.

3. Approval of Agenda.

Without objection, Chairman Mansfield moved items 9d and 9e to Report of the Chairman and moved Old Business after New Business.

Comm. Jones moved, seconded by Comm. Miller, to approve the agenda as amended. The motion carried unanimously.

4. Approval of the Minutes of October 7, 2024.

Upon motion of Comm. Klein, seconded by Comm. Miller, the Committee voted unanimously to approve the minutes of October 7, 2024.

5. Recognition of the Public.

Kevin Baigert of 424 AB Wade Road, Portland spoke to the proposed Westmoreland EMS station and asked to take a step back and review the options.

Mike McClard of 102 Tioga Trail, Hendersonville spoke to the condition of the Brown House and offered to volunteer to help clean up the grounds and also stated the trustees need to be updated on the Trust.

Jim Latimer of 1578 Latimer Lane, Hendersonville spoke to the Brown House.

Tommy Latimer of 264 Hester Road, Portland spoke to the history of the Brown House and asked the Committee to preserve the house.

## 7. Report of Chairman.

Chairman Mansfield introduced item 9d New County Property – Westmoreland EMS Station.

Comm. Klein moved, seconded by Comm. Jones, to discuss. The motion carried unanimously.

Comm. Jones moved, seconded by Klein, to suspend the rules to allow questions to the architects and EMS Chief John Michael Poss with no presentation. Comm. Klein withdrew his second. The motion failed for lack of second.

Comm. Jones moved to suspend the rules to allow for up to a five-minute presentation. The motion failed for lack of second.

Comm. Klein moved, seconded by Comm. Jones, to suspend the rules to allow presentation and questions. The motion carried unanimously.

EMS Chief Poss introduced the architects and gave an overview of the last Fire and EMS Station that was built in 2015 in the Portland area for comparison. Chief Poss further explained the Westmoreland station will have extra storage to house PPE supplies and the possible need to move to a four-shift rotation in the future.

There was lengthy discussion about the current layout and size of the building. Comm. Klein expressed his concerns about the property and the costs to maintain it. Chairman Mansfield asked if it is possible to descope the project to reduce the cost. The architect explained there is no time due to the deadline. Finance Director David Lawing further explained sealed bids will be received for the project and run the risk of losing the ARPA funds if postponed because it must run in the paper November 21, 2024. Commission Chairman Hyde stated Commission has voted and he doesn't think changes can be made.

Chairman Mansfield brought the meeting back in session.

Chairman Mansfield closed discussion on items 9d and 9e.

## 8. Report of County Mayor.

a. Capital Projects and ARPA Projects Update.

b. Roof and Parapets of Archive Building.

Keep item on agenda.

c. Storm Drain in Franklin Street – Update on Bid Documents.

Keep item on agenda.

- d. Lower Station Camp Greenway appropriation of \$44,650.00 for Greenway repairs.

Remove item from Agenda.

County Mayor John Isbell gave an overview of capital projects and stated the Lower Station Camp Greenway item should be removed from the agenda. Capital Projects list attached.

#### 9. New Business.

- a. Construction and Renovation of County-Owned Buildings (including any lease-hold improvements) Policy.

Chairman Mansfield moved, seconded by Comm. Klein, to discuss. The motion carried unanimously.

Finance Director David Lawing explained that a grant accountant would bring major projects, \$50,000.00 or more, to the General Operations Committee.

Comm. Miller moved, seconded by Comm. Jones, to approve.

After discussion, Chairman Mansfield moved, seconded by Comm. Jones, to amend to add excluding, a sudden unplanned event, which are risks to people, property, equipment, or major disruption of service, all construction renovation projects. The motion to approve the amendment carried unanimously.

The Committee vote unanimously to approve as amended and forward to full Commission.

Chairman Mansfield called for a recess at 8:41 p.m. and reconvened the meeting at 8:47 p.m.

- b. Latimer (Brown) House Historic Restoration.

Comm. Jones moved, seconded by Comm. Holmes, to discuss. The motion carried unanimously.

County Mayor John Isbell stated he is working on the paperwork for the transfer and agreed to request the combination to the Brown House.

Item to be moved to old business.

c. Millersville EMS Station Reconfiguration.

Comm. Klein reported he received a price quote for approximately \$13,000.00 and has a meeting with an architect.

Item to move to old business.

d. New County Property – Westmoreland EMS Station.

Item was addressed during Report of Chairman

e. New County Property – Oak Grove Volunteer Fire Station.

Item was addressed during Report of Chairman

f. Health Department Grant: The ELC, Epidemiology and Laboratory Capacity for Prevention and Control Emerging Infectious Diseases (ELC) Cooperative Agreement.

Comm. Klein moved, seconded by Comm. Jones, to suspend the rules to allow Health Department Director Hal Hendrix to speak to items 9f, 9g and 9h. The motion carried unanimously.

Mr. Hendrix explained the ELC grant is through CDC and allows to solve any humidity problems in the drug storage rooms. He also shared blueprints for the Hendersonville Health Department. The plans are attached. He further explained the building will be squared up which will be approximately fifteen feet closer to the school.

Chairman Mansfield brought the meeting back in session.

Comm. Miller moved, seconded by Comm. Jones, to approve and forward to the Budget Committee. The motion carried unanimously.

g. Fee Waiver/Hendersonville Health Department

Comm. Miller moved, seconded by Comm. Jones, to discuss. The motion carried unanimously.

After brief discussion, Chairman Mansfield moved, seconded by Comm. Jones, to approve and forward to full Commission with the ask of Mayor Isbell to present to Hendersonville. The motion carried unanimously.

h. Hendersonville Health Department ARPA MOU.

Comm. Klein moved, seconded by Comm. Miller, to discuss. The motion carried unanimously.

Chairman Mansfield explained the request came from the state to be able to extend the deadline.

Chairman Mansfield moved, seconded by Comm. Miller, to approve and forward to the Budget Committee. The motion carried unanimously.

9. Old Business.

a. Hendersonville Health Department Status.

Discussed under New Business.

b. Gallatin Library Parking Ad-hoc Committee.

Mayor Isbell to report back next month on gates and book drop.

Item to remain on old business.

c. Groundskeeping for County Buildings (Old Courthouse, Children are People Building, Draper House, and Old Cottontown Post Office.

Comm. Klein moved, seconded by Comm. Jones, to discuss. The motion carried unanimously.

Comm. Klein reported that the Draper House and old post office were cleaned up by the community group. The Children Are People building needs to be demolished.

Chairman Mansfield requested to remove the Draper House and old post office and create a new item under new business for the Children Are People building.

d. Using the courtroom in the Smith Street building on a temporary basis .

e. Tour of Old Courthouse and Jail.

Comm. Klein moved, seconded by Comm. Miller, to discuss items 8c, 8d and 8e. The motion carried unanimously.

Chairman Mansfield requested to bring back old courthouse, courtroom in Smith Street building and jail back under new business.

Mayor Isbell reported the water leak in the old courthouse has been fixed.

Law Director Eric Sitler recommended an extra court room for interchange cases.

Without objection, Chairman Mansfield discharged items 8c, 8f, 8e from the agenda under old business.

f. Reserve Parking at the Administration Building.

Commission Chairman Hyde stated he is against reserved parking places.

Mayor Isbell to remove the reserved parking signs.

g. Markings and signage for the new parking garage.

Comm. Klein moved, seconded by Comm. Jones, to discuss. The motion carried unanimously.

After brief discussion, Comm. Klein to follow up.

10. Adjournment. Upon motion of Comm. Miller and seconded by Comm. Holmes, the Committee adjourned at 9:30 p.m.

Prepared by Jennifer Mitchell

**RECOGNITION OF THE PUBLIC**  
**\*\*\*SPEAK ONLY TO ITEMS ON THE AGENDA\*\*\***

MEETING DATE: 11/4/24 6W 085

|    | NAME          | COMPLETE ADDRESS & TELEPHONE # | AGENDA ITEM |
|----|---------------|--------------------------------|-------------|
| ✓  | KEVIN BAIGANT | 424 AD VADE RD                 |             |
| ✓  | MIKE McCLARD  | 102 TIOGA TR                   | Brown House |
| ✓  | JIM LATIMER   | 1578 LATIMER LN                | BROWN       |
| ✓  | Tommy LATIMER | PORTLAND                       | BROWN       |
| 5  |               |                                |             |
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| 17 |               |                                |             |



## Capital Projects and ARPA Projects Update 11.4.2024

### ❖ Courthouse and Parking Garage Project

- Working through final punch list items, door Himmels, court reporter tables.
- May have change order necessary for AV scoping costs in Jury Assembly room.
- Building Commissioning final functional testing completed in September.  
Working on final punch list and warranty items with subcontractors based on review. Turner is working through final items with Building Commissioning Agent.
- Courthouse Dedication Scheduled for Friday, October 25, 2024 – Great event held with over 200 in attendance.
- Parking Garage Koorsen Security Cameras \$105,551 - Parking Garage Cameras – Met with Koorsen August 26<sup>th</sup> to finalize quote and scope of work for parking garage cameras, September received revised quote and legal review, working to obtain Purchase Order. Equipment will be ordered -notice to proceed given in October. Expected to take about ten weeks for completion.
- Parking Garage: Crosswalk: City of Gallatin plans to monitor the traffic flow. The crosswalk item is under review by City of Gallatin.
- Alleyway work underway with GDE for interlocal agreement.
  - GDE is coordinating the electrical work with tenants scheduling for electrical upgrades. Estimated 2-3 weeks left on that scope of work through November.
  - Work to be completed for concrete contractor to pour in November for church property.
  - AT&T and Comcast will then be able to complete their work, they have not given GDE a scheduled date for their completion.
- Parking Garage for Franklin St. Stormwater – Special called meeting occurred April 29<sup>th</sup> for approval of \$300,000 budget for engineering and construction costs.
  - County contracted with Kimley Horn for the engineering bid specs services.
  - Kimley Horn provided draft bid specs in August, those specs are currently under review. County sent comments back for bid documents in October. Anticipate meeting with Kimley Horn first week of November to review. Tentatively bidding project for competitive bids in November/December.



- Project is in right of way acquisition and design phases. Design plans are being submitted to TDEC for review.
  - Goal for projects to advertise for bids in December/January timeframe.
- ❖ Hendersonville Health Department – Capital Investment Grant/ARPA
- Grant contract has been executed with State of TN for Capital Investment Grant
  - Request for Qualifications (RFQ) was advertised Dec. 2023 for architectural/engineering firms – due Jan. 3, 2024
  - AEI selected for architect/engineer
    - Contract language approved by legal in March after revisions with architect. Purchase order for architectural design for demolition/new build at existing location. \$152,700 architectural fees Purchase Order, Contract signed in April.
  - In May, the State provided communication that they will provide additional construction funds to increase the funding, the County provided a request letter. State Funding \$2,513,200. Amended Grant Contract was submitted to the state. County Match \$661,400, The County will not have to increase our match percentage.
  - Architect is working on design plans for 351 New Shackle Island Rd. location. Submitted to the City of Hendersonville Planning for review in September, meeting is October 1st. Received Planning Commission approval in October.
  - Submitted fee waiver request letter to the City of Hendersonville.
  - MOU from TDH with County needs to be executed in November
- ❖ Hollows Drainage Improvement Project ARPA
- Design completed through OHM Advisors
  - Community meeting held in November 2023, presented project update to Budget Dec. 2023
  - Easements – meetings have occurred with property owners – easements secured.
  - Due to recent flooding in May, Sumner County Highway will not be able to completed construction work. Sumner County will work to advertise/complete bid process. Sumner County Highway may complete paving work. Planning and Engineering completed specifications for bidding process. The plans were reviewed by Iparametrics in August.
  - Finalized plans in September for the bidding process, submitted to Finance for next step for RFP process. Project advertised for bids in October, bid opening is scheduled for November 14, 2024.
- ❖ Oak Grove Volunteer Fire Department ARPA
- PO obtained for Richard Graves Surveying
  - Change Order completed for the soils survey in March. Survey and Soils investigation had to be completed first to determine area of land necessary for project.

- Determining the lot size necessary for the proposed building, so a final plat can be prepared. Final plat is not required. Richard Graves is working on legal description, will have Resource Authority deed the area, the lease provided option for the property. Going to legislative committee in November.
  - Request for Qualifications (RFQ) released August 29<sup>th</sup> for engineering/architectural services, responses due by September 17, 2024 – five responses received - The Architect Workshop selected
  - Design is underway.
  - Geotechnical Services PO will be obtained in November
- ❖ EMS Building – Westmoreland ARPA
- Land identified in Westmoreland – appraisal completed in February 2024, PO obtained 2/5/2024
  - Met with property owner in April to make offer for purchase of property.
  - Closing on property occurred in July.
  - Request for Qualifications (RFQ) released in July 18, 2024 for architectural/engineering services for the Westmoreland station. Responses were due August 8, 2024. TMP had been selected for the project design; held design scoping meeting about needs for facility in August. After receiving pricing from TMP in September, County made decision to go with another firm for contract negotiations. The Architect Workshop has been selected. County signed and obtained architectural contract/PO for design services in October.
  - Suggestion from design team, the County will need additional funding for construction. County will request additional funding in September through ARPA and Capital – funding request pushed to October Budget Agenda. Need additional funding for construction costs. Funding was approved in October 2024.
  - Design is underway with The Architect Workshop.
  - Geotechnical services PO will be obtained in November
  - Site plan submittal to City of Westmoreland for Planning Commission approval in November

The estimated tentative timeline based on architect contract for EMS and Oak Grove ARPA projects in order to meet the December ARPA obligation deadline is:

- Concept Design Oct. 25, 2024 or sooner
- Owner’s Bidding Requirement and Documents October 25<sup>th</sup> – we are to supply them with our typical forms we utilize (the County has already sent them a spec from a previous project and required ARPA language to include as an example)

- Property Survey October 25<sup>th</sup> or sooner - we have already provided survey for Oak Grove and waiting on final survey for Westmoreland (PO previously obtained for surveys)
- Geotechnical survey by November 1<sup>st</sup> or sooner – we are working on obtaining quote, hope to have a PO by early next week for geotechnical services
- Contract Documents Week of November 13<sup>th</sup> (architect to issue the contract documents for legal review by November 11, 2024) - make any revisions to contract docs prior to bidding
- Bid Documents November 19<sup>th</sup>, 2024 (advertise in paper November 21<sup>st</sup>) - Send Advertisement for Bid to paper by Tuesday, Nov. 19<sup>th</sup>
- Bid Opening December 11, 2024 (architect to review bids and provide recommendation of award)
- Commission Approval December 16, 2024 if necessary (if within budget could proceed with contract award.)

There won't be enough time to rebid the project, so we are leaving time for December Commission approval if necessary to meet the ARPA deadline.

By having bids due week prior to Commission, this allows time for the architect to provide recommendation of award and if the bids come back in higher, there can be a review of the budget request for the contract bid at the December Commission meeting if necessary. Another measure during design for budgetary purposes, plan to include alternates in the bid documents that would allow a deduct to reduce the scope, if necessary to get the project within the available budget, if bids exceed the available construction budget)

- General Construction Contract Executed prior to Dec 31, 2024. Goal is to get the PO, contract docs and bonds executed before Christmas if at all possible, since some Contractor firms close the week after Christmas and New Year's.

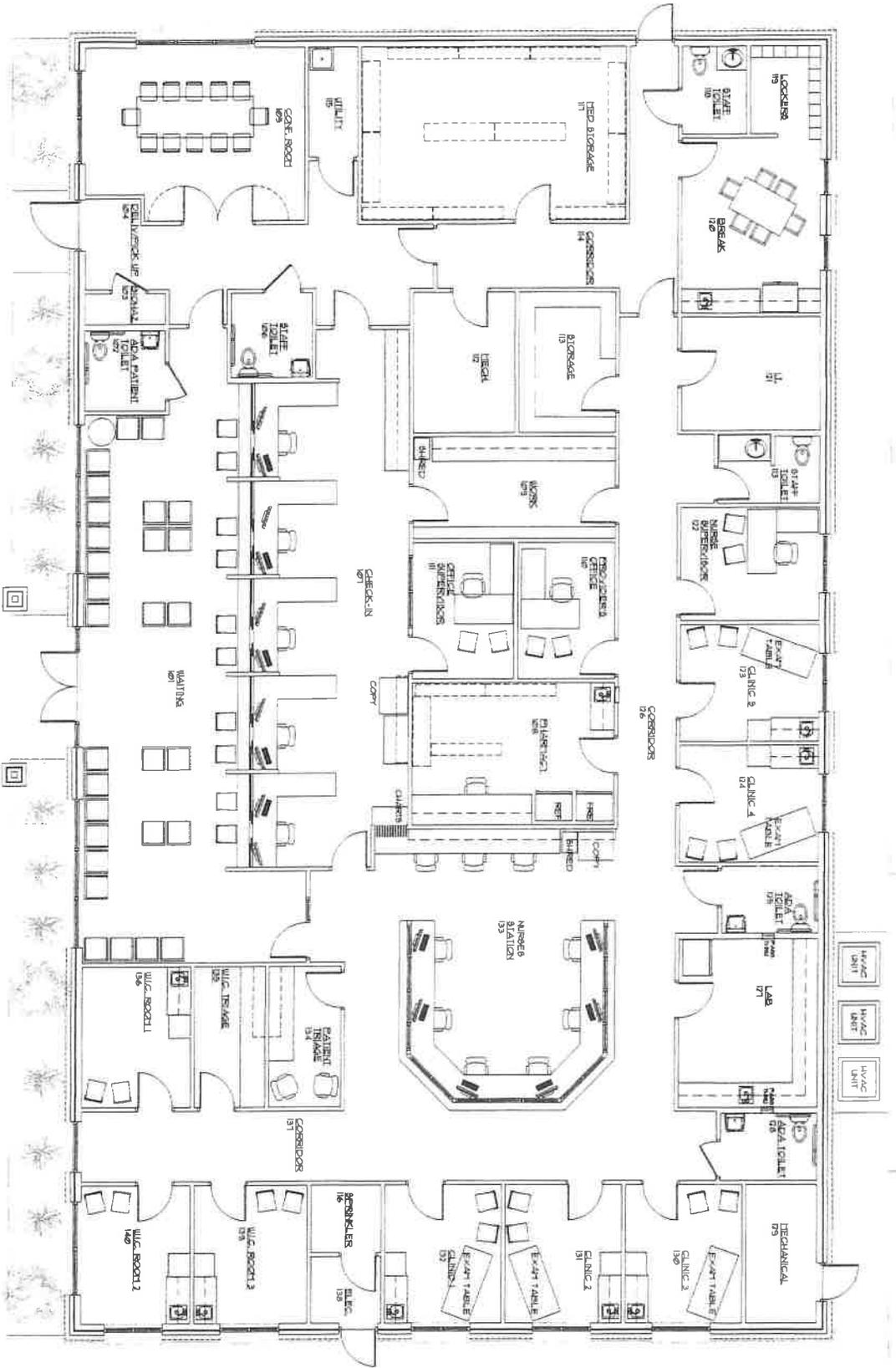
- ❖ American Legion Post 17 Flood Relief Project – City of Gallatin - ARPA - \$500,000
  - Scoping meeting with the City was held the first week of September. They planned to meet with their ARPA consultant in September to determine final scope/budget. Waiting for update from the City of Gallatin regarding scope, schedule and budget attachments.
  - In October, will be working on subrecipient agreement with Iparametrics once scope and budget received from the City of Gallatin.
  - Expect to receive additional scope and schedule information from City of Gallatin early November that can be incorporated into subrecipient agreement
- ❖ William and Martha Brown Memorial Park TDEC Grant/Brown Trust
  - CSDG, design consultant - project in design phase

- Consultant provided presentation at December 2023 General Operations committee meeting and Parks & Recreation Board meeting for design/project update on schedule
  - TDEC permitting process in March with submittal of drawings, ARAP permit application signed in March for submittal.
  - April 2024 submitted for administrative staff review and TDEC review of the plans for plan approval from TDEC. Received input from TDEC in May. Construction Design Documentation finalized June 2024 and resubmitted to TDEC. TDEC provided approval of plans June 24<sup>th</sup>, 2024. Next step is to advertise for bids.
  - Need budget carryover for continuing project. Need Budget approval in order to advertise for bids. Project is stalled - on hold until have budget approval.
  - Met with TDEC in September regarding scope amendment process
  - Mayor Isbell and Mrs. Norfleet spoke with MTSU Center for Historic Preservation in October about possibly partnering with them for historic structure assessment report in 2025, similar to process that occurred with Douglass-Clark house historic site.
- ❖ New Shackle SR258 Intersection Improvements Project (Hendersonville contributed to local match) – TDOT PIN 132698
    - Design Consultant Benesch – PO#23000465 -project design in process, NEPA environmental review TDOT grant process – NEPA study finalized and completed.
    - Carry Over request on March budget agenda for FY2024 carryover of funding
    - PO change order has been approved for Benesch, design in process.
- ❖ Broadband Ready Communities Grant \$100,000
    - Compliance webinar in April 2024. Grant contract received August 22<sup>nd</sup> and submitted back to the state for signatures August 23<sup>rd</sup>.
    - State ECD announced awards on April 30<sup>th</sup> press release.
    - Joint project with City of Portland, Gallatin Public Library and Westmoreland Public Library
    - Project activities - public Wi-Fi in Portland and digital literacy classes/equipment in the qualified census tract areas within Portland, Westmoreland, and Gallatin
    - Waiting on final executed grant contract – project should begin activities in October once receive fully executed contract
    - Met with Tech Goes Home August 28<sup>th</sup> to review services offered. Tech Goes Home to submit a cost proposal for digital literacy and partner packet with further information, then the County can work to determine final scope for digital literacy classes offered.
    - Met with GNRC and Portland Senior Center in September regarding the classes for seniors with DSEW grant. GNRC has the DSEW grant specific for digital literacy classes for seniors. We plan to coordinate services offered, so there is no

duplication of services for the digital literacy classes. May have more classes offered at library, if deemed necessary. Working on logistics and executed grant contract before can proceed.

- Compliance Webinar held September 25<sup>th</sup>
- Received Fully Executed Grant Contract from ECD on 10/31/2024 – project activities can proceed will need to be working on draft bid specs for broadband services, and Tech Goes Home professional services for grant activities
- Task Order Contract approved with GNRC for admin services – PO will be obtained and contract signed with GNRC in November
  
- ❖ LATCF Tribal Funds \$100,000
  - \$78,000 left to be obligated.
  
- ❖ Jail Roof Improvements
  - WOLD, architectural firm, design complete
  - Advertise for bids, bid opening held in March 26, 2024
  - Bids received 3/26/2024, recommendation for award to Eskola LLC for \$1,269,000 from WOLD on 3/27/2024. Architect will proceed with notice of award letter to Eskola LLC.
  - Contract received from Eskola 4/25, legal review completed, Purchase order approved in May. Construction meetings started in June, work mobilization in July. Contractor worked on roofing scope construction in August. Project should wrap up in September with closeout. WOLD to complete final inspection in October.
  - Waiting on change order costs from Eskola for two additional small areas for coating. WOLD is coordinating with Eskola for final closeout process in November.
  
- ❖ Archives Roof Improvements & Railings Removal
  - WOLD, architectural firm,
  - Purchase Order for the architectural design approved by Finance on 5/31.
  - Contract signed by Mayor Isbell 6/3/2024 for WOLD.
  - WOLD is working to finalize design plans by end of August.
  - Next step will be advertise for bids.
  - WOLD should have project manual to County by first week of October, tentatively advertise for bids in October for three week period.
  - Project advertised for bids – Pre-Bid meeting scheduled for November 12, 2024, at 2pm- bids are due by November 21, 2024 at 2pm.
  
- ❖ Admin Roof Capital Projects \$100,000
- ❖ ADA Transition Plan Improvements
- ❖ HVAC program
- ❖ Parking lot program

- ❖ Jail Kitchen Equipment
- ❖ Health Department Chiller Gallatin– quotes received for replacement of chiller. Working on bid specs and confirming scope of work. Bids received October 31, 2024. Working to award contract and obtain PO for Demand Mechanical.
  
- ❖ ARPA Millersville Wastewater/Stormwater Project, White House Wastewater Project, Hendersonville Utility District Sewer Project
  - Funding approved by FY2025 budget in August- county has sent email with information needed to draft subrecipient agreements. In September, county will be working to draft subrecipient agreements with Iparametrics review. Received tracker information and language from Iparametrics on 10/29 to include for additional reporting item. County is working to finalize subrecipient agreements in November.
  - Waiting on project information from City of Millersville.



FLOOR PLAN A





**MINUTES**  
**HEALTH & EMERGENCY SERVICES COMMITTEE**  
**CHAIRMAN, JAMIE TEACHENOR**  
**NOVEMBER 4, 2024**

Present:

Dr. Jamie Teachenor, Chairman  
Darrell Rogers, Vice-Chairman  
Dr. Mary Genung  
Ben Harris  
Merrol Hyde, Commission Chairman  
Tim Jones

Absent:

Terry Wright

Also Present:

John C. Isbell, County Mayor  
Eric Sitler, Law Director  
John Michael Poss, EMS Chief  
Jennifer Mitchell, minute taker

Chairman Teachenor called the regular meeting of the Health and Emergency Services Committee to order with an invocation by Commission Chairman Hyde on Monday, November 4, 2024, at 5:50 p.m. in the Sumner County Administration Building. A quorum was present.

3. Approval of Agenda.

Comm. Harris moved, seconded by Comm. Rogers, to approve the agenda. The motion carried unanimously.

4. Approval of the Minutes of October 7, 2024.

Upon motion of Comm. Genung, seconded by Comm. Jones, the Committee voted unanimously to approve the minutes from October 7, 2024.

5. Recognition of the Public.

None

6. Report of the Chairman.

No report

7. Report of the County Mayor.

No report

8. Report of the Sheriff.

Not present

9. Report of Emergency Management Agency.

Not present

10. Report of EMS.

John Michael Poss, EMS Chief present but in another meeting at time of report. Chairman Teachenor gave an overview of the monthly reports and stated approximately 64% of expenses are covered by revenue. Reports are attached.

11. Report of the ECC.

County Mayor John Isbell reported on the number of calls received. It was also reported there are two vacancies with one of them to be filled in January.

12. Report of Animal Control Ad-hoc.

Comm. Jones handed out an action step checklist which is attached and reported four interviews have been conducted and had three site visits with three veterinarians.

Comm. Genung reported an improvement between Spay and Neuter Alliance and Animal Control.

Law Director Eric Sitler stated ad hoc committees are for one year or less and a final determination needs to be considered, and the ad hoc will need to cease. Commission Chairman Hyde stated he will send a memorandum stating that any ad hoc that has existed longer than one year needs to cease.

13. Old Business.

14. New Business

a. EMA Truck Repair.

Chairman Teachenor reported a truck was damaged in a hit and run accident in East Tennessee.

Comm. Harris moved, seconded by Comm. Rogers, to approve and forward to the Budget Committee. The motion carried unanimously.

b. ECC Policies.

Comm. Jones moved, seconded by Chairman Teachenor, to discuss. The motion carried unanimously.

Comm. Harris moved, seconded by Comm. Jones, to suspend the rules to allow ECC Interim Director Michael Guthrie speak to the matter. The motion carried unanimously. Mr. Guthrie explained this policy change will bring ECC in line with the county policy which states you can roll over 240 hours of vacation time with anything over 240 hours rolled over to sick time.

Comm. Rogers moved, seconded by Comm. Harris, to approve and forward to full Commission. The motion carried unanimously.

Chairman Teachenor noted the meeting was not in session, vote was out of order. Chairman Teachenor brought the meeting back in session.

Comm. Rogers moved, seconded by Comm. Harris, to approve and forward to full Commission. The motion carried unanimously.

Chairman Teachenor moved, seconded by Comm. Rogers, to suspend the rules again to allow Mr. Guthrie to speak to the call taker and telecommunicator policy changes. Mr. Guthrie explained they are existing positions and re-worded to bring policy up to national standards, for CALEA Accreditation and get the telecommunicators recognized as first responders.

Chairman Teachenor brought the meeting back in session.

Chairman Teachenor moved, seconded by Comm. Jones, to approve the call taker and telecommunicator policy.

Comm. Rogers moved, seconded by Comm. Harris, to amend to group and approve the remaining policies. The motion failed to carry. Commissioners Genung, Hyde, Jones and Teachenor voted against.

The Committee voted unanimously to approve and forward to full Commission the call taker and telecommunicator policy.

Chairman Teachenor moved, seconded by Comm. Jones, to suspend the rules to allow Mr. Guthrie to discuss the last three policies. The motion carried unanimously. Mr. Guthrie explained the tardy policy was just a reduction of words. The personal appearance and dress code policy was to bring it in line with what is acceptable for today and further explained minor changes to the attendance policy.

Chairman Teachenor brought the meeting back in session.

Comm. Harris moved, seconded by Comm. Jones, to group and approve and forward to full Commission. The motion carried unanimously.

15. Adjournment. Chairman Teachenor declared the meeting adjourned at 6:30 p.m. upon motion by Comm. Harris and seconded by Comm. Rogers.

Prepared by Jennifer Mitchell

2500

### Calls vs. Transports

2000

1500

1000

500

0

■ Calls  
■ Transports



Sept. 2024  
2048  
1612

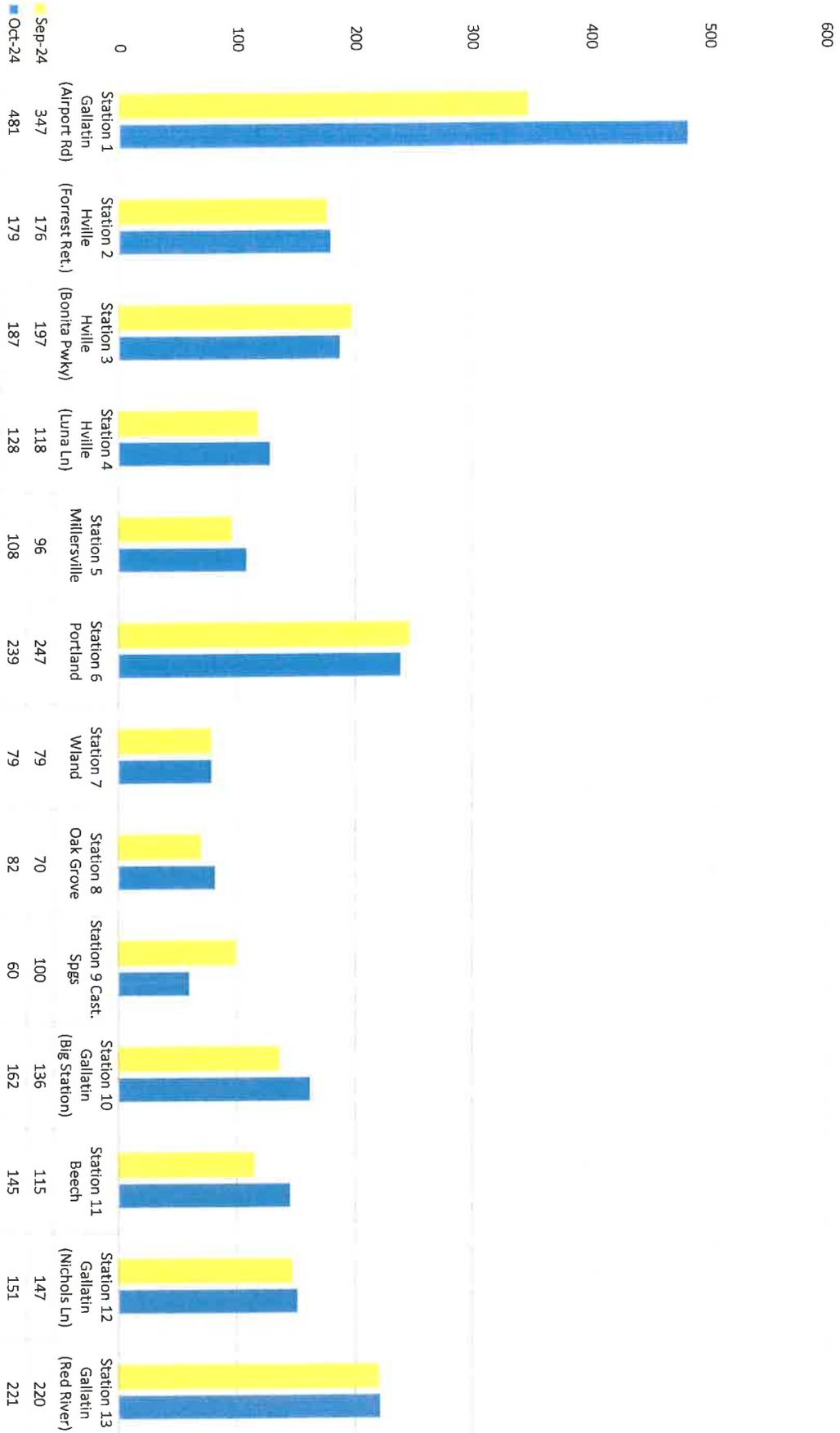


Oct. 2024  
2224  
1716

■ Calls

■ Transports

## Sept/Oct 2024 Call Volume

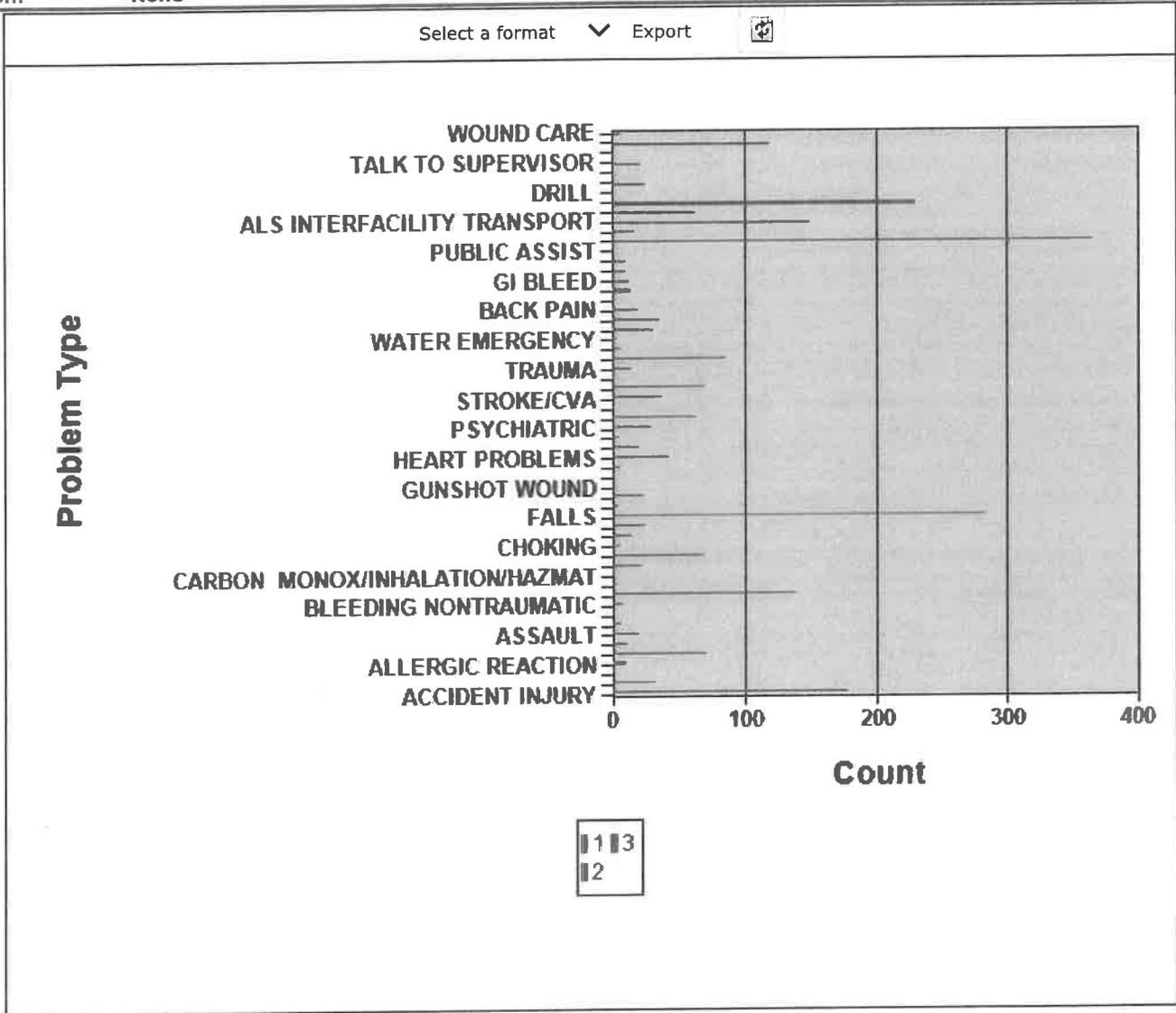


### Problem Type Summary

12:41 PM 11/1/2024

Data Source: Data Warehouse

|            |                                   |
|------------|-----------------------------------|
| Agency:    | EMS                               |
| Division:  | SUMNER COUNTY EMS                 |
| Day Range: | Date From 10/1/2024 To 10/31/2024 |
| Exclusion: | None                              |



| Priority | Description |
|----------|-------------|
| 1        | 1           |
| 2        | 2           |
| 3        | 3           |

| Problem Type                 | Priority |    |     | Total |
|------------------------------|----------|----|-----|-------|
|                              | 1        | 2  | 3   |       |
| ABDOMINAL PAIN               | 0        | 30 | 0   | 30    |
| ACCIDENT INJURY              | 177      | 0  | 0   | 177   |
| ACCIDENT SERIOUS INCIDENT    | 32       | 0  | 0   | 32    |
| ACTIVE SHOOTER               | 0        | 0  | 0   | 0     |
| ADMINISTRATIVE INVESTIGATION | 0        | 0  | 0   | 0     |
| AIRCRAFT EMERGENCY           | 1        | 0  | 0   | 1     |
| ALARM MEDICAL                | 0        | 35 | 0   | 35    |
| ALLERGIC REACTION            | 9        | 0  | 0   | 9     |
| ALS INTERFACILITY TRANSPORT  | 0        | 0  | 148 | 148   |
| ALTERED MENTAL               | 70       | 0  | 0   | 70    |

|                                |     |     |     |     |
|--------------------------------|-----|-----|-----|-----|
| ANIMAL BITE                    | 11  | 0   | 0   | 11  |
| ASSAULT                        | 20  | 0   | 0   | 20  |
| ASSIST OTHER AGENCY - EMA      | 7   | 0   | 0   | 7   |
| BABY BOX ACTIVATION            | 1   | 0   | 0   | 1   |
| BACK PAIN                      | 0   | 18  | 0   | 18  |
| BLEEDING NONTRAUMATIC          | 8   | 0   | 0   | 8   |
| BLS TRANSPORT                  | 0   | 0   | 62  | 62  |
| BREATHING DIFFICULTY           | 138 | 0   | 0   | 138 |
| BURNS                          | 3   | 0   | 0   | 3   |
| CARBON MONOX/INHALATION/HAZMAT | 1   | 0   | 0   | 1   |
| CARDIAC ARREST                 | 22  | 0   | 0   | 22  |
| CHEST PAINS                    | 69  | 0   | 0   | 69  |
| CHOKING                        | 6   | 0   | 0   | 6   |
| COLD/HEAT INJURY               | 0   | 0   | 0   | 0   |
| DECEASED                       | 14  | 0   | 0   | 14  |
| DIABETIC                       | 25  | 0   | 0   | 25  |
| DIALYSIS                       | 0   | 0   | 0   | 0   |
| DISCHARGE                      | 0   | 0   | 229 | 229 |
| DRILL                          | 0   | 0   | 1   | 1   |
| DROWNING/NEAR-DROWNING         | 0   | 0   | 0   | 0   |
| ELECTROCUTION/LIGHTNING        | 0   | 0   | 0   | 0   |
| EYE PROBLEMS/INJURY            | 0   | 2   | 0   | 2   |
| FALLS                          | 283 | 0   | 0   | 283 |
| FALLS OVER 10 FT               | 0   | 0   | 0   | 0   |
| FIRE COMMERCIAL                | 4   | 0   | 0   | 4   |
| FIRE RESIDENTIAL               | 23  | 0   | 0   | 23  |
| FIRE STRUCTURE                 | 0   | 0   | 0   | 0   |
| FIRE VEHICLE                   | 0   | 0   | 0   | 0   |
| FRACTURES                      | 0   | 13  | 0   | 13  |
| GAS LEAK                       | 0   | 0   | 0   | 0   |
| GI BLEED                       | 0   | 12  | 0   | 12  |
| GUNSHOT WOUND                  | 2   | 0   | 0   | 2   |
| HANGING                        | 0   | 0   | 0   | 0   |
| HAZMAT                         | 2   | 0   | 0   | 2   |
| HEADACHE                       | 5   | 0   | 0   | 5   |
| HEART PROBLEMS                 | 42  | 0   | 0   | 42  |
| LACERATION                     | 0   | 9   | 0   | 9   |
| LOCKOUT URGENT                 | 0   | 9   | 0   | 9   |
| OVERDOSE                       | 19  | 0   | 0   | 19  |
| POISONING                      | 0   | 0   | 0   | 0   |
| PREGNANCY/CHILDBIRTH           | 4   | 0   | 0   | 4   |
| PSYCHIATRIC                    | 28  | 0   | 0   | 28  |
| PUBLIC ASSIST                  | 0   | 2   | 0   | 2   |
| RESCUE                         | 0   | 0   | 0   | 0   |
| RESCUE ANGLE HIGH-LOW          | 0   | 0   | 0   | 0   |
| RESCUE SWIFT WATER             | 0   | 0   | 0   | 0   |
| RESCUE TRENCH                  | 0   | 0   | 0   | 0   |
| SEIZURES                       | 63  | 0   | 0   | 63  |
| SICK/GENERAL WEAKNESS          | 0   | 365 | 0   | 365 |
| SPECIAL ASSIGNMENT             | 0   | 0   | 25  | 25  |
| SPECIAL ASSIGNMENT - COMMUNITY | 0   | 0   | 1   | 1   |
| STABBING                       | 1   | 0   | 0   | 1   |
| STANDBY                        | 0   | 0   | 0   | 0   |
| STROKE/CVA                     | 37  | 0   | 0   | 37  |
| SUICIDAL SUBJECT               | 69  | 0   | 0   | 69  |
| TALK TO SUPERVISOR             | 0   | 0   | 21  | 21  |
| TEST CALL                      | 0   | 0   | 2   | 2   |
| TRAIN DERAILMENT               | 1   | 0   | 0   | 1   |
| TRAUMA                         | 15  | 0   | 0   | 15  |
| UNKNOWN MEDICAL                | 0   | 16  | 0   | 16  |
| UNRESPONSIVE/SYNCOPE           | 86  | 0   | 0   | 86  |
| VENT TRANSPORT                 | 7   | 0   | 0   | 7   |
| WAIT AND RETURN                | 0   | 0   | 117 | 117 |
| WATER EMERGENCY                | 3   | 0   | 0   | 3   |
| WEATHER RELATED ISSUES         | 0   | 0   | 0   | 0   |

WOUND CARE

Total

|             |            |            |             |
|-------------|------------|------------|-------------|
| 0           | 0          | 7          | 7           |
| <b>1308</b> | <b>511</b> | <b>613</b> | <b>2432</b> |

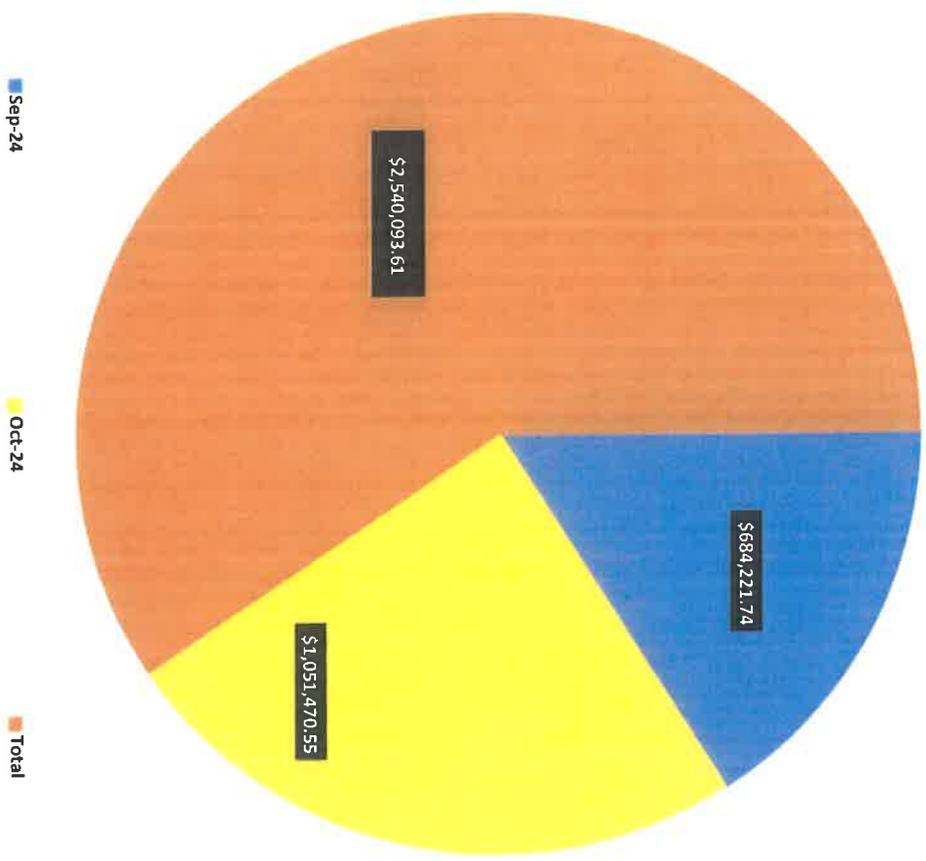
| Responded Out of Summer County | Jan. 2023 | Feb. 2023 | Mar. 2023 | Apr. 2023 | May. 2023 | Jun-23    | Jul-23    | Aug-23    | Sep-23   | Oct-23    | Nov-23   | Dec-23    |
|--------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-----------|----------|-----------|
| Robertson                      | 33        | 15        | 16        | 20        | 18        | 25        | 23        | 24        | 7        | 13        | 9        | 9         |
| Macon                          | 1         | 4         | 1         | 2         | 3         | 3         | 2         | 0         | 1        | 1         | 0        | 1         |
| Trousdale                      | 0         | 0         | 0         | 2         | 0         | 1         | 0         | 0         | 0        | 1         | 0        | 0         |
| Wilson                         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0        | 0         | 0        | 0         |
| Davidson                       | 0         | 12        | 19        | 0         | 0         | 2         | 1         | 0         | 0        | 0         | 0        | 0         |
| <b>TOTAL</b>                   | <b>34</b> | <b>31</b> | <b>36</b> | <b>24</b> | <b>21</b> | <b>31</b> | <b>26</b> | <b>24</b> | <b>8</b> | <b>15</b> | <b>9</b> | <b>10</b> |

| Responded Out of Summer County | Jan. 2024 | Feb. 2024 | Mar. 2024 | Apr. 2024 | May-24    | Jun-24    | Jul-24    | Aug-24    | Sep-24    | Oct-24    |
|--------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Robertson                      | 12        | 7         | 9         | 19        | 15        | 15        | 11        | 17        | 17        | 14        |
| Macon                          | 3         | 0         | 2         | 1         | 1         | 2         | 1         | 0         | 0         | 0         |
| Trousdale                      | 1         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |
| Wilson                         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         |
| Davidson                       | 1         | 1         | 2         | 0         | 1         | 0         | 0         | 2         | 1         | 2         |
| <b>TOTAL</b>                   | <b>17</b> | <b>8</b>  | <b>13</b> | <b>20</b> | <b>17</b> | <b>17</b> | <b>12</b> | <b>19</b> | <b>18</b> | <b>16</b> |

| Responded into Summer County | Jan. 2023 | Feb. 2023 | Mar. 2023 | Apr. 2023 | May. 2023 | Jun-23    | Jul-23    | Aug-23    | Sep-23    | Oct-23    | Nov-23    | Dec-23    |
|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Robertson                    | 33        | 43        | 43        | 46        | 41        | 34        | 27        | 34        | 38        | 31        | 34        | 48        |
| <b>TOTAL</b>                 | <b>33</b> | <b>43</b> | <b>43</b> | <b>46</b> | <b>41</b> | <b>34</b> | <b>27</b> | <b>34</b> | <b>38</b> | <b>31</b> | <b>34</b> | <b>48</b> |

| Responded into Summer County | Jan. 2024 | Feb. 2024 | Mar. 2024 | Apr. 2024 | May-24    | Jun-24    | Jul-24    | Aug-24    | Sep-24    | Oct-24   |
|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| Robertson                    | 39        | 37        | 32        | 36        | 42        | 39        | 59        | 68        | 48        |          |
| <b>TOTAL</b>                 | <b>39</b> | <b>37</b> | <b>32</b> | <b>36</b> | <b>42</b> | <b>39</b> | <b>59</b> | <b>68</b> | <b>48</b> | <b>0</b> |

FY2023-24 EMS Revenue



Charge Type Detail Report (Trip Date)  
 Start Date: 2024-10-01 End Date: 2024-10-31

|  | <u>Count</u>  | <u>Dollars</u>         |
|--|---------------|------------------------|
| <b>Sumner County EMS</b>                     |               |                        |
| <b>ALS Base Rates</b>                        |               |                        |
| A2 Comprehen Transport - SUMN                | 38            | \$ 46,170.00           |
| ALS Emerg Transport - SUMN                   | 574           | \$ 619,920.00          |
| ALS NonEmerg Transport - SUMN                | 11            | \$ 10,395.00           |
| Facility ALS Emerg - SUMN                    | 7             | \$ 3,426.85            |
| Facility ALS NonEmerg - SUMN                 | 82            | \$ 25,353.58           |
| Specialty Care Transport- SUMN               | 6             | \$ 8,910.00            |
| <b>Totals For Type: ALS Base Rates</b>       | <b>718</b>    | <b>\$ 714,175.43</b>   |
| <b>BLS Base Rates</b>                        |               |                        |
| BLS Emerg Transport - SUMN                   | 333           | \$ 292,374.00          |
| BLS NonEmerg Transport - SUMN                | 264           | \$ 178,200.00          |
| Facility BLS NonEmerg - SUMN                 | 55            | \$ 14,171.30           |
| <b>Totals For Type: BLS Base Rates</b>       | <b>652</b>    | <b>\$ 484,745.30</b>   |
| <b>Mileage</b>                               |               |                        |
| Facility Mileage - SUMN                      | 2,063         | \$ 18,519.72           |
| Mileage - SUMN                               | 11,656        | \$ 204,562.80          |
| <b>Totals For Type: Mileage</b>              | <b>13,719</b> | <b>\$ 223,082.52</b>   |
| <b>Other Charges</b>                         |               |                        |
| ALS Disp Supplies - SUMN                     | 159           | \$ 23,055.00           |
| BLS Disp Supplies - SUMN                     | 96            | \$ 9,120.00            |
| DOA Transport - SUMN                         | 3             | \$ 1,965.00            |
| Treatment, No Transport - SUMN               | 2             | \$ 450.00              |
| <b>Totals For Type: Other Charges</b>        | <b>260</b>    | <b>\$ 34,590.00</b>    |
| <b>Totals For Company: Sumner County EMS</b> | <b>15,349</b> | <b>\$ 1,456,593.25</b> |
| <b>Report Totals:</b>                        | <b>15,349</b> | <b>\$ 1,456,593.25</b> |

SCSO ACTION STEP CHECKLIST

For all steps listed, MMPC consultants are willing and able to provide guidance on how to move forward. It is important to remember that many other organizations have taken these steps before, so there are people and resources available to assist you as you continue implementing Best Practices.

| SCSO ASSESSMENT APRIL 2024  | PROGRESS UPDATE   |
|---|---|
| <b>INTENT AND PURPOSE</b>   |   |
| Read <i>The Best Practice for Animal Shelters</i>   | Done Capt. And Lt.  |
| Utilize national animal welfare groups online information and training to include the HAAS playbook <a href="https://www.humananimalsupportservices.org/hass-playbook/">https://www.humananimalsupportservices.org/hass-playbook/</a> | In Progress, Currently reading for more best practices  |
| Utilize the ASV checklist <a href="https://www.sheltervet.org/assets/guidelines/2022-ASV-GL-Checklist.pdf">https://www.sheltervet.org/assets/guidelines/2022-ASV-GL-Checklist.pdf</a> .   | Currently working through this extensive checklist to determine what we have in place, what is attainable and what would require more   |
| View both MMPC presentations for Sumner County  | Done  |
| <b>Priority Action Steps</b>  |   |
| Create a contract for a Vet on Record   | In Progress Ongoing –Dr. Miller will review Relief Vet contracts over the next 2 months   |
| Purchase vaccines to be given <i>at the point of intake</i>   | Done  |
| Provide emergency care for sick/injured pets 24/7   | Received a draft MOU and plan to use Urgent Vet In Hendersonville and Nashville Vet Specialist.   |
| Revisit the current budget recommendations  | In Progress/Ongoing   |
| Budget for adoption and placement staff (3) and hire asap   | Budget requests were due on 3/1. We requested to move 140K in vet supplies to 70 in vet supplies and 70 in P/T for two additional P/T staff. These staff will run adoption/placement and volunteer programs. P/T jobs have been posted. |
| Allocate spay/neuter funding for adopted pets at the Sumner County Spay Neuter Alliance and Fix Foundation  | In Progress/ Still in negotiation. Meeting scheduled with SCSN 10/15/24   |



|  |  |
|--|--|
| Purchase enough Kuranda beds so each run has a bed and sign up for the shelter donation program to use when replacements are needed. Discontinue using raised boards in place of beds. | Done 50 beds   |
| Increase the budget allocation for the Sumner County Spay Neuter Alliance for community cat pathways in lieu of shelter intake   | This is outside the purview of Sheriff's Office. Will advocate for this during the charitable organization's committee.                    |
| Implement fee waived adoptions   | Discussion Ongoing: Would like Ad Hoc opine. State law requires \$25 for intact animals  |
| Fence in play yards for dogs   | Done- 5 20'x30' enclosures.  |
| Establish goal of one dog per run through Safety Net and lifesaving so divider door is only closed during sanitation   | This is happening. We have reduced capacity numbers to ensure each dog has both sides of run. This will only change due to emergent needs. |
| Schedule Dogs Playing for Life training after adoption and placement staff in place  | In Progress. Fear free training first.   |
| Discontinue accepting visually healthy cats who were outside   | In progress  |
| Discontinue testing cats for Feline Leukemia and Immunodeficiency viruses and advise adopters to see their veterinarians for recommendations around testing                            | Done, but most rescues require this testing before accepting cats.<br>FELV/FIV/HWT is \$48.00  |
| Purchase 5 hiding boxes for nervous/fractious (see Feline Housing, Husbandry and Enrichment)   | Done 5 boxes purchased and will be delivered 10/8/2024   |
| Provide interactive toys for all shelter pets that can be disinfected or discarded   | Kongs purchased. Ping Pong balls for cats and soft beds.<br><br>DONE   |
| Schedule UTCVM shelter medicine team to provide and install portals in stainless steel cages in cat intake (that will be moved into cat adoption)                                      | Done   |
| <b>Update Website</b>  |  |
| Auto post all pictures of shelter pets on intake (with the exception of court holds)   | Done, having issues on Pet Finder's side of the posts.<br><br>Having to manually attach photos due to an issue at Petfinder                |
| Add information about options to rehome pets   | Done/In Progress   |
| Add information about not removing neonatal kittens when healthy and leaving community cats in place   | Done/In Progress   |



|  |   |
|--|---|
| Add link to rehome.adoptapet.com   | Done/In Progress  |
| Sign up for home-home.org and recruit a virtual volunteer to manage that platform that is integrated into shelter website and Facebook page or partner with a local animal welfare group | Done Signed up and going through the process of implementing the program.<br>Awaiting communication from Home-Home.<br><br>Volunteers will be managed by new PT position  |
| Once the adoption placement staff are in place, create a volunteer program   | Budget requests were due on 3/1. We requested to move 140K in vet supplies to 70 in vet supplies and 70 in P/T for two additional P/T staff. These staff will run adoption/placement and volunteer programs. P/T jobs have been posted. |
| Purchase new cat scale   | Done, donated by Team Shelter USA   |
| <b>Statistics, Software and Technology</b>   |   |
| Transition to new software asap  | Done, Shelter Manager   |
| Auto upload pictures and information to search engines, website, etc.  | Done Shelter Manager system working. Pet Finder link working (except photo link).   |
| Use Shelter Animals Count matrix to track trends   | In Progress   |
| <b>Community Spay Neuter</b>   |   |
| Create partnership with the Sumner County Spay Neuter Alliance and budget \$13,500 annually for community cats   | Should be able to do this out of current budget. Will set up a meeting with Sumner Spay and Neuter to repair relationship and move forward.<br><br>Meeting with Sara 10-15-24   |
| Budget \$30,000 for owned dog and \$22,500 for owned cat targeted spay/neuter  | Ongoing. Already use a disinfectant designed for animal shelters and have installed air disinfectant system to disinfect the air.   |
| <b>Community Cat Management</b>  |   |
| In lieu of shelter intake, refer visually healthy community cats to the Sumner County Spay Neuter Alliance   | In Progress. We concur with Dr. Pizano's opinion, but would like opinion from ad Hoc. Cases by case basis?  |
| Read guidelines on community cat management from all national reputable organizations  | Will come from Kittenlady.org/ Currently exploring Kitenlady recommendations  |
| Update website to include information on community cats  | In Progress   |



|  |  |
|--|--|
| Add information to website about the difference between neonatal kittens in need and not in need   | Kitten Lady links are on the Animal Services website   |
| Create a budget allocation for the Fix Foundation in Franklin, KY (or other spay/neuter clinic) for adopters residing outside of Sumner County | Currently on our vendor list   |
| <b>Other Safety Net</b>  |  |
| Review references about managed coordinated intake and Safety Net resources  | In Progress using advice regarding owner surrenders and not overcrowding the shelter   |
| Update website   | Done   |
| Add link to rehome.adoptapet.com   | Done   |
| Sign up for and work with virtual volunteer to manage home-home.org  | In Progress. Signed up and going through the process of implementing the program. Awaiting communication from Home-Home.   |
| Mirror the return to owner program for dogs in St. Lucie, FL (page 40, <i>The Best Practice Playbook for Animal Shelters</i> )                 | Much of this program is being utilized with our field deputies: chip scanners in the vehicles, speaking with neighbors where an obvious escaped pet is located. The example city has a pet registration program that would be unpopular in our area. |
| Share donated food with pet owners in need. This can be done at the shelter or through another social services partner.                        | Ongoing when available. In future, will explore partnership with Meals on Wheels.<br><br>Currently sharing non contractual food brands when available<br><br>Worked in a partnership to send 3 pallets of pet food to east TN for hurricane relief.  |
| <b>Field Services</b>  |  |
| Create a plan for veterinary care to address sick/injured pets 24/7  | In Progress. Received a draft MOU and plan to use Urgent Vet In Hendersonville and Nashville Vet Specialist.   |
| Follow up with the MMPC once field services outcomes are analyzed  | In Progress<br><br>All Animal Services personnel are signed up for monthly Mattie's Million Pet Challenge trainings and webinars   |
| Analyze the number of dogs at large calls responded to and percent of time the dog was captured  | Ongoing. We believe we have a duty to respond to dog at large calls because of   |



|   |   |
|---|---|
|   | leash law.  |
| Complete basic training with the National Animal Control Association  | Done through Code 3 Associates  |
| Schedule training with Best Friends Field Services team   | In Progress. Starting with Fear Free training.  |
| Implement a Finder Foster program for those callers who can help find the dog's owner   | Ongoing. Will fall under P/T staff purview.   |
| Ensure all dispatch personnel direct callers to links to resources  | Will provide resource list on website and have copies to provide one they are codified and approved.  |
| Create Standard Operating Procedure (SOP) for disinfection of trucks after each pet   | We have started doing this. Will codify in new policy.  |
| <b>Intake Policies</b>  |   |
| Provide preventive care for ALL pets <i>at the point of intake</i>  | Vaccines purchased and being used on all intakes.   |
| Discontinue transporting and picking up cats to the Macon County vet for vaccines and retro testing   | Done- Vaccinating on intake and Dr. Miller doing rabies vaccines at the shelter.  |
| Discontinue testing for FeLV/FIV and instead advise adopters to see their own vets  | Done, but most rescues require this testing before accepting cats.  |
| Advocate for the placement of each pet starting at the point of intake  | Ongoing. Pets are being posted more efficiently now.  |
| Create heartworm treatment protocol with the Moxydoxy protocol  | In Progress discussions to happen with contract and relief Vets   |
| Implement a foster finder program   | Will come with website update.  |
| <b>Medical Care and Disease Control</b>   |   |
| <p>*<br/> <u>Switch to a disinfectant that is effective against all common shelter pathogens such as accelerated hydrogen peroxide</u><br/> <a href="https://www.aspcapro.org/sites/default/files/2021-10/aspcapro_shelterdisinfectantupdate09_24_2021.pdf">https://www.aspcapro.org/sites/default/files/2021-10/aspcapro_shelterdisinfectantupdate09_24_2021.pdf</a><br/> ).</p> | <p>Ongoing. Already use a disinfectant designed for animal shelters and have installed air disinfectant system to disinfect the air. Tek-Trol Disinfectant cleaner is a phenol-based concentrate disinfectant and fungicide for a wide range of viruses and bacteria including TGE, pseudorabies, E. coli, Staph, Strep suis, Parvo, Pasteurella, reovirus, adenovirus, rotavirus and many others.</p> <p>We are currently rotating the use of both Tek-Trol and a accelerated HP disinfectant.</p> |



|  |   |
|--|---|
| Create Standard Operating Procedures for sanitation (see page 32 in <i>The Best Practice Playbook for Animal Shelters</i> ) for dog kennels and ACO vehicles   | Done Will codify in new policy  |
| Implement spot cleaning for cats and do not fully disinfect until the cat leaves the cage permanently (or it is very dirty)  | Started spot cleaning- will codify in new policy  |
| Minimize disease transmission and outbreaks (see <a href="https://sheltermedicine.vetmed.ufl.edu/shelter-services/disease-management/">https://sheltermedicine.vetmed.ufl.edu/shelter-services/disease-management/</a> )   | Ongoing. Already use a disinfectant designed for animal shelters and have installed air disinfectant system to disinfect the air.   |
| Purchase microscope and supplies   | Done in medical for Vet use   |
| <b>Canine Housing and Enrichment</b>   |   |
| Apply for Dogs Playing for Life training at <a href="http://dogsplayingforlife.com">dogsplayingforlife.com</a> now since there is a long lead time. Consider booking the training once adoption and placement staff begin so all staff can be trained since the duration for trustees is inconsistent. | In Progress, budget may need to be revisited for this training. \$1,100 per person  |
| Provide interactive toys that can be disinfected   | Done Kongs purchased and being used.  |
| Continue to bathe dogs when they arrive at the shelter but discontinue bathing weekly as this can dry their skin and takes staff time that can be otherwise used for enrichment, such as playgroups  | Ongoing- Bathing as needed.   |
| Feed dogs a mixture of canned and dry food twice daily   | We have started doing this.   |
| Implement treat cup program  | In Progress rattling treats in any container to get dogs attention, then rewarding the dog with a treat.<br><br>This enrichment and attention program is attainable and would provide enrichment especially on days where the play yards cannot be used |



### Feline Housing and Enrichment

|   |                                  |
|---|----------------------------------|
| Schedule the UTCVM team to provide and install (17) portals for stainless steel cages to create double compartment housing for cats then move from cat intake to cat adoptions. Once in place, discard current fiberboard cat condos currently in cat adoption. | Done                             |
| Store feral cages currently in cat intake and use only for emergencies as they are not approved housing for pets in confinement   | Removed completely               |
| Provide interactive toys such as ping pong balls and a soft bed such as fleece  | Done                             |
| Keep cage cards with each cat's cage in a plastic holder  | Ongoing                          |
| Purchase 5 neighborhood cat dens  | Done will be delivered 10/8/2024 |

### Capacity for Care and Population Management

|   |  |
|---|--|
| Have staff and trustees watch recommended webinars  | In Progress Starting with Fear Free training but will most likely transition to Mattie's training  |
| Confirm that dogs are reclaimed within 3 days of intake then abide by the Tennessee State Statute of a 3 day stray hold   | Still going by the Sheriff's wishes of 5 days.   |
| Create a plan to ensure shelter pets are not left alone for more than 12 hours  | In progress, PT staff will assist with this  |
| Assign a staff person to ensure each pet has a plan of action updated daily/when needed and identify any pets with medical or behavioral issues that need to be addressed | In Progress, PT staff will assist with this but in the meantime staff are making daily rounds throughout the shelter and responding to animals when trustees notice a difference in behavior |
| Strategically hang whiteboards in kennel areas for trustees and staff to write down issues with any pets to be entered into their record and addressed                    | Done   |
| Ensure all pets who can be in adoptions are moved into the adoption area asap   | We are moving to adoption as quickly as possible- will get more efficient with time.   |
| Create a system so pictures and information about a pet are uploaded to search engines such as Petfinder.com (with the exception of court cases, dangerous dogs, etc.)    | Done-Pet Finder link working. Shelter management system working.   |
| Create partnerships with and proactively reach out to local animal welfare organizations <i>with shorter lengths of stay</i> and place pets first come/first serve        | Exploring Doobert.com but will most likely cost \$500-\$2600 per year depending on tier<br><br>Currently reaching out to rescues via email   |



|  |   |
|--|---|
|  | and or phone  |
| Create a decision tree for euthanasia  | In progress   |
| Utilize kittenlady.org information regarding neonates  | Done- Ongoing   |
| <b>Return to Owner (dogs)</b>  |   |
| View research regarding dogs at large  | In Progress<br><br>We enforce Tennessee Law regarding animals at large <i>usually</i> with a written warning for the first offense  |
| Mirror the RTO program with the St Lucie Police Department in Florida who has a 75% RTO rate (see page 40 in <i>The Best Practice Playbook for Animal Shelters</i> )   | Great success story and we do scan for microchips in the field along with asking neighbors about strays<br><br>But St. Lucie has had pet licensing requirements since 2007  |
| Consider waiving fees for a first time reclaim when an owner agrees to spay/neuter, rabies vaccinate and microchip and subsidize if the owner is unable.   | In Progress (ability to mandate sterilization is under review)  |
| See the First 48 program at Cabot Arkansas which has been adopted by many municipal shelters across the country since the pandemic:<br><a href="https://cabotanimalsupportservices.com/program/helping-pets-get-home/">https://cabotanimalsupportservices.com/program/helping-pets-get-home/</a> | Ongoing<br><br>As in the program, we most always waive fees for a first time offense, and would absolutely consider transporting the animal back home if a hardship exists with the pet owner.<br><br>Cabot AR. Also requires pet licensing and Pit Bull registration |
| Print Lost and Found Guide for lobby and add to the website:<br><a href="https://www.humananimalsupportservices.org/blog/5-kits-infographics-tools-lost-pets-home/">https://www.humananimalsupportservices.org/blog/5-kits-infographics-tools-lost-pets-home/</a>                                | Fliers have been printed  |
| <b>Adoptions</b>   |   |
| Read <i>Adopters Welcome</i>   | In Progress- will be assigned to P/T staff  |
| Minimize barriers to adoption (see report)   | Ongoing- Will be assigned to P/T staff  |
| <b>Foster, Rescue and Transport Partners</b>   |   |
| Proactively ask other organizations with shorter lengths of stay to help   | In Progress<br><br>Reaching out to rescues weekly   |



|  |  |
|--|--|
| Place pets on a first come/first serve basis | Done   |
| Create kitten kits                           | In Progress<br>Will seek retailer sponsorships |



| <b>Staffing</b>  |   |
|--|---|
| Work with the MMPC team regarding training opportunities such as the upcoming Tennessee Animal Control conference and key online training webinars         | <b>Lt., Deputy and Clerical personnel are registered to attend</b>  |
| Analyze the number of field services calls with the MMPC team (pending)  | <b>In Progress</b>  |
| Create and/or update Standard Operating Procedures with the assistance of the MMPC team  | <b>Done</b>   |
| Create a new position for adoption placement that includes reunification, adoption, rescue transfers and hire 3 full-time staff to cover 7 days, noon-7pm. | Budget requests were due on 3/1. We requested to move 140K in vet supplies to 70 in vet supplies and 70 in P/T for two additional P/T staff. These staff will run adoption/placement and volunteer programs. P/T jobs have been posted. |
| Have staff complete Fear Free training   | <b>In Progress</b>  |
| Consider a policy to hire trustees as staff once released  | <b>Civil Service test and background check required.</b>  |
| <b>Volunteer Program</b>   |   |
| Once 3 FT adoption placement staff in place, create volunteer program 3pm-7pm  | Budget requests were due on 3/1. We requested to move 140K in vet supplies to 70 in vet supplies and 70 in P/T for two additional P/T staff. These staff will run adoption/placement and volunteer programs. P/T jobs have been posted. |
| Create Code of Conduct   | Ongoing   |
| Create Standard Operating Procedures for volunteer positions (can be provided by the MMPC team)  | In Progress, working on.  |
| Have volunteers complete Fear Free training  | In Progress when program is started.  |
| <b>Budget</b>  |   |
| See Priority Action Steps and Budget section in report   | Budget requests were due on 3/1. We requested to move 140K in vet supplies to 70 in vet supplies and 70 in P/T for two additional P/T staff. These staff will run adoption/placement and volunteer programs. P/T jobs have been posted. |
| <b>Social Media and Website</b>  |   |
| Ensure the SCSO shelter page is easily searchable  | Facebook page is easily searchable. Petfinder link on website is working.   |
| Ensure all pictures and information are auto uploaded to the website and search engines  | Facebook page is easily searchable. Petfinder link on website is working.   |



Work with the MMPC team to update the website and provide pertinent information

In Progress



**MINUTES  
LEGISLATIVE COMMITTEE  
JEREMY MANSFIELD, CHAIRMAN  
NOVEMBER 6, 2024**

Present:

Jeremy Mansfield, Chairman  
Chrissi Miller, Vice-Chairman  
Jerry Becker  
Tim Jones, late  
Dr. Jamie Teachenor

Absent:

Merrol N. Hyde, Commission Chairman  
Matthew Shoaf

Also Present:

Eric Sitler, Law Director  
Steve Weiner, Staff Attorney  
Jennifer Mitchell, minute taker

Chairman Mansfield brought the regular scheduled Legislative Committee meeting to order with an invocation on Wednesday, November 6, 2024, at 6:30 p.m. Chairman Mansfield declared a quorum present to conduct business.

3. Approval of Agenda.

Comm. Miller moved, seconded by Comm. Teachenor, to approve the agenda. The motion carried unanimously.

4. Approval of minutes of October 21, 2024.

Upon motion of Comm. Becker, seconded by Comm. Jones, the Committee voted unanimously to approve the minutes of October 21, 2024.

5. Recognition of the Public.

Kevin Baigert of 424 AB Wade Road, Portland spoke to his interest in item 9c, the revenue neutral appraisals since many tax bills went up by hundreds of dollars.

6. Report of the Chairman.

No report

7. Report of County Mayor.

Not present

8. Old Business.

- a. Discussion – Resolution 1504-02 clarifying Ownership, Routine Maintenance, Support Service, and Funding for the Hendersonville Library (Quitclaim Deed – Negative recommendation on the reverter clause from Gen Ops.

Chairman Mansfield suggested to drop from the agenda and send to the General Operations Committee.

Law Director Eric Sitler reported there has been no open communication and recommended tabulating the expenses the County has paid one hundred percent on and requesting the City of Hendersonville to pay fifty percent as joint owner of the property. He also recommended getting estimates first then sending a declaration to Hendersonville to get the work done once they contribute the fifty percent they are responsible for.

Comm. Jones moved, seconded by Comm. Miller, to discuss. The motion carried unanimously.

After discussion, Comm. Becker moved, seconded by Comm. Jones, to remove from the agenda and send to the General Operations Committee. The motion carried unanimously.

b. Discussion: Constables.

Comm. Miller moved, seconded by Comm. Teachenor, to discuss. The motion carried unanimously.

Comm. Becker moved, seconded by Comm. Jones, to suspend the rules to allow Mr. Griffin to answer questions. The motion carried unanimously.

Chairman Mansfield reported the Constable initiative was not canceled, just the law enforcement duties were removed by the Commission.

Mr. Griffin explained there would be no cost to the County for the Constables to participate in civil service duties. He also explained that his understanding is that the Commission can appoint constables during a non-election year for the civil service duties.

Chairman Mansfield reported that the Sheriff indicated no problem with the civil service part of the duties.

Law Director Eric Sitler expressed his concern about the possibility of lawsuits and liability. It was asked of Mr. Griffin to research and get more information from the association about any liability to the county.

Chairman Mansfield brought the meeting back in session and requested to keep item on old business.

## 9. New Business.

### a. Veterans' Service Report and Presentation.

Comm. Miller moved, seconded by Comm. Jones, for Veterans Service Director Jeff Oakey to give his report. The motion carried unanimously.

Mr. Oakey reported on the business of the Veterans Service office and requested a certificate of recognition for a veteran that goes above and beyond to serve other veterans in the community.

Comm. Miller moved, seconded by Comm. Teachenor, to approve the certificate of recognition and forward to the full Commission. The motion carried unanimously.

### b. Probation Supervision.

Comm. Miller moved, seconded by Comm. Teachenor, to discuss. The motion carried unanimously.

Law Director Eric Sitler explained that Judge Blanton has concerns of a potential conflict of interest for the supervision to remain under him and requested it be moved to either the Sheriff Department or the County Mayor based on the opinion received from court of Criminal Appeals.

After discussion, Comm. Becker moved, seconded by Chairman Mansfield, to move probation supervision to the Sheriff's Department and forward to the full Commission. The motion carried unanimously.

### c. Property Assessor's Appraisals and Election Boundary Concerns.

Comm. Miller moved, seconded by Comm. Jones, to discuss. The motion carried unanimously.

Comm. Teachenor moved, seconded by Comm. Jones, to issue a cease and desist against Charlena Aumiller's fake Commission Facebook page. Law Director Eric Sitler advised the citizens would need to file suit not the County. After discussion, Comm. Teachenor withdrew his motion.

Chairman Mansfield requested to move to old business for next month.

## 10. Commission Recognitions and Proclamations.

- a. Recognition: Merrol Hyde Magnet School Girls' Soccer Team
- b. Recognition: Veteran requested by Jeff Oakey

Comm. Becker moved, seconded by Comm. Miller, to group and approve and forward to the full Commission. The motion carried unanimously.

11. Zoning.

- a. 1090A and 1090B OLD HIGHWAY 109N – REZONING – Till Real Estate Holdings, LLC, property owner – 4<sup>th</sup> Commission Voting District (Dillon Lamberth) – Applicant is seeking a rezoning from Rural Residential (RR) to Light Industrial (LI). Subject property is located at 1090A and 1090B Old Highway 109N, Gallatin, TN 37066, is Tax Map 113, Parcels 011.01 and 011.02, contains 3.51 acres and is zoned Rural Residential (RR). The Sumner County Regional Planning Commission forwarded a POSITIVE recommendation related to this item on October 15, 2024 (First Reading).

Docketing purposes only; no action taken.

12. Adjournment. Chairman Mansfield declared the meeting adjourned at 7:27 p.m. upon motion of Comm. Teachenor and seconded by Comm. Miller.

Prepared by Jennifer Mitchell

LEGISLATIVE 11-6-24

NAME

ADDRESS

TOPIC

KEVIN BAIGERT

424 AVS WADE RD. PORTLAND