

Anderson County Board of Commissioners
OPERATIONS COMMITTEE
AGENDA

March 8, 2021
6:00 p.m. Electronic
Room 312

- 1. Call to Order**
- 2. Prayer / Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Appearance of Citizens**
- 5. Opioid Litigation** - requested by Law Director
 1. Resolution In Support of Drug Dealer Liability Act Lawsuit
 2. Retainer Agreement
- 6. Mayor's Report**
 1. Requesting motion to approve Resolution No. 21-03-865 updating Anderson County's Occupational Safety and Health Plan.
 2. Requesting motion to authorize the county mayor to formally request the Tennessee Department of Transportation (TDOT) include lighting in the SR 170 widening project.
 3. Sales Tax Split information update
 4. Emergency Operations Center/Clinton Fire Department – requesting motion to authorize the county mayor to engage in official feasibility discussions with the City of Clinton for shared cost facility.
 5. Updates: ESG Project Progress, Archives/Witness Rooms Progress, Wolf Valley Convenience Center Progress, Senior Center renovations progress.
- 7. Tennessee CLEAN Act** – requested by Chairman Isbel
- 8. Request for Office Space in DARC – Contact Care** – requested by Commissioner Yager
- 9. Sales Tax Resolution** – requested by Commissioner McKamey
- 10. Ben's Mobile Home Park** – requested by Commissioner Wandell

New Business

Old Business

Adjournment



Anderson County Schools
Every Student, Every Day

Annette Prewitt <aprewitt@acs.ac>

Operations

1 message

IT Director Brian Young <it@andersontn.org>

Mon, Feb 22, 2021 at 11:32 AM

To: Annette Prewitt <aprewitt@acs.ac>, Annette Prewitt <aprewitt@andersontn.org>, IT Director Brian Young <it@andersontn.org>, Tammy Catron <tcatron@andersontn.org>, Brandon Williams <brwilliams@andersontn.org>

Operations

Mon, Mar 8, 2021 5:00 PM - 6:30 PM (EST)

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**OFFICE OF THE COUNTY LAW DIRECTOR
ANDERSON COUNTY, TENNESSEE**

101 South Main Street, Suite 310
CLINTON, TENNESSEE 37716

N. JAY YEAGER
Law Director

TELEPHONE: (865) 457-6290
FACSIMILE: (865) 457-3775
Email: jyeager@aclawdirector.com

February 23, 2021

VIA HAND DELIVERY

Ms. Katherine Ajmeri
Anderson County Purchasing
100 N. Main Street. Room 214
Clinton, TN 37716

RE: Opioid Litigation:

- 1) *Retainer Agreement- Branstetter, Stranch and Jennings, PLLC*
- 2) *Resolution In Support of Drug Dealer Liability Act Lawsuit*

Dear Katherine:

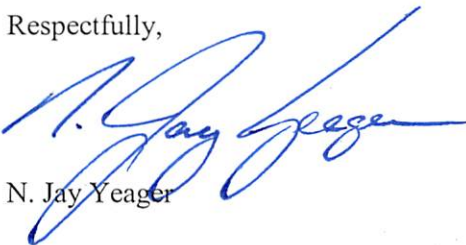
Please find attached copies of the above-mentioned *Retainer Agreement* and *Resolution in Support of the Drug Dealer Liability Act Lawsuit*. General Clark is proposing that Anderson County hire outside counsel to assist with the opioid litigation and also pass the associated resolution.

As you know, professional services agreements, such as this agreement to hire outside legal counsel, are exempt from the bidding requirements under Tennessee law; however, *Chapter 77 of the Private Acts of 2006* requires that County Commission must approve the hiring of outside counsel. (See Section 8)

Furthermore, I have requested that Annette Prewitt add this contract to the Operations Committee agenda since it involves the approval of a Resolution. I would also request that you place this matter on the agenda for the Purchasing Committee to consider, since it contains an employment contract in the form of a legal retainer agreement that most likely cannot be fully performed within the fiscal year. Finally, County Commission will need to approve both the *Retainer Agreement* and the *Resolution in Support of the Drug Dealer Liability Act Lawsuit* at the regularly scheduled March meeting.

I deeply appreciate your help in this matter and please feel free to call or write if you have questions.

Respectfully,



N. Jay Yeager

cc: Annette Prewitt

Enclosures: 4 pages
Two Original Sets
Retainer Agreement: 1 page
Resolution: 1 page

RESOLUTION IN SUPPORT OF DRUG DEALER LIABILITY ACT LAWSUIT

The Anderson County Legislative Body meeting in regular session on the _____ day of _____ 2021, a quorum being present and a majority voting in the affirmative, hereby RESOLVES as follows:

WHEREAS, Anderson County, as well as other counties in Tennessee and in surrounding states, has experienced an epidemic related to the distribution and use of opioids by its citizens that has generated critical issues and problems for Anderson County, including but not limited to opioid addiction by Anderson County citizens, drug overdose deaths, the birth of drug dependent babies, a rise in criminal charges convictions for the illegal sale and use of opioids as well as other crimes resulting from the opioid abuse epidemic, including but not limited to burglary, theft, and fraud, and the lost of productivity of the citizens in the workplace, damage and destruction to the family unit, all resulting from the illegal sale, distribution, and use of opioids in {insert] County;

WHEREAS, District Attorney Dave Clark is the duly elected District Attorney General for the 7th Judicial District of the State of Tennessee;

WHEREAS, General Clark brought a lawsuit in 2017 through the law firm of Branstetter, Stranch & Jennings, PLLC to recover money for Anderson County under Tennessee's Drug Dealer Liability Act ("DDLA"), and that lawsuit is pending in the Campbell County Circuit Court;

The Anderson County Commission hereby RESOLVES that it fully supports the lawsuit, approves of the actions taken in the lawsuit thus far on its behalf, approves of the lawsuit going forward with Anderson County as the named plaintiff, and retains District Attorney Dave Clark and the law firm of Branstetter, Stranch & Jennings, PLLC as counsel in this matter.

Sponsor

County Mayor

County Clerk

County Attorney

RETAINER AGREEMENT

This agreement is made between Branstetter, Stranch & Jennings, PLLC, and Dave Clark, District Attorney for the 7th Judicial District, hereafter referred to as "Attorneys," and Anderson County, Tennessee.

The terms of our representation are as follows:

Services to be Rendered:

The legal services to be provided under this agreement are as follows:

1. Representation in a lawsuit relating to the opioid crisis in Tennessee, filed in Campbell County.
2. Attorneys will make best efforts in the representation and shall adhere to the Tennessee Rules of Professional Conduct in all respects.

Cost of Services:

The costs of services to be provided under this agreement are as follows:

1. Attorneys will advance all litigation costs. Client has no obligation to reimburse attorneys for any costs of litigation, unless successful. Attorneys have the right to petition the court for the reimbursement of any costs associated with the litigation.
2. Attorneys have the right to petition the court, if successful, for attorneys' fees on the basis of fee reversal, fee shifting, or fees pursuant to a common fund. Attorneys will make every effort to avoid a contingency fee situation, but in the case of a lump sum settlement, Attorneys will be entitled to 25% of total recovery plus costs advanced in the litigation.

Risk of Legal Action:

It is impossible to predict the result of a legal action. Client recognizes that Attorneys cannot guarantee a favorable result in this case.

Client: _____

Firm: _____

Date: _____

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Date: _____

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Sponsor

County Mayor

County Clerk

County Attorney



ANDERSON COUNTY GOVERNMENT

TERRY FRANK
COUNTY MAYOR

March 3, 2021

Commissioner Tim Isbel
Chairman, Operations Committee

Dear Chairman Isbel and Honorable Members of Operations Committee,

I wish to request the following items be placed on the agenda:

1. **Action Item. Requesting motion to approve Resolution No. 21-03-865 updating Anderson County's Occupational Safety and Health Plan.** Resolution and updated plan documents are attached.
2. **Action Item: Requesting motion to authorize the county mayor to formally request the Tennessee Department of Transportation (TDOT) include lighting in the SR 170 widening project.** Note: Installation of lighting would be performed by the project contractor, but funds would be made available to the department via a contract with local government. (To Be Determined: location and quantity of lighting)
Background: Commission has requested lighting at the Claxton intersection via a vote of full commission. As TDOT Planning and Engineering is in final phases on SR 170, I inquired at a meeting with TDOT officials if there is a possibility of incorporating lighting into the project plan. They responded affirmatively, but that an official request is required. I am recommending we work with TDOT on installation of additional lighting on this corridor. This would save county engineering costs for the Claxton intersection request and offer further opportunity to enhance a greater portion of the corridor.

TDOT is incorporating pedestrian and bike amenities in this project and connectivity with the City of Oak Ridge greenway trails is planned. In addition, I connected TDOT with TVA regarding possible community/recreation amenities planned post closure of Bull Run Steam plant to ensure connectivity is maximized in the event we are able to accomplish these improvements for our community. If TDOT accepts this request, I humbly suggest that Commissioners Wandell and Fritts work with TDOT officials and me to identify locations of additional lighting and then return to full commission for location

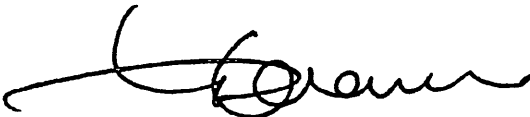
authorization. (Attached is a concept design from TVA that I'm using to illustrate additional lighting)

3. **Sales Tax Split information update.** The Law Director's office researched all nine folders they've worked on since 2001 concerning the division but found no resolution dealing with internal division. Information in their office and for resolutions were on point regarding the referendum for a sales tax increase. Leean and I have looked through the committee files and also commission minutes, and have located referendum discussions, resolutions and internal committee votes on the increase in sales tax, but nothing on the internal split.

I have included a snapshot from Roane County's annual appropriation resolution to show how they authorize their split, as an example for a method for how we can authorize a split, set percentages, or even caps.

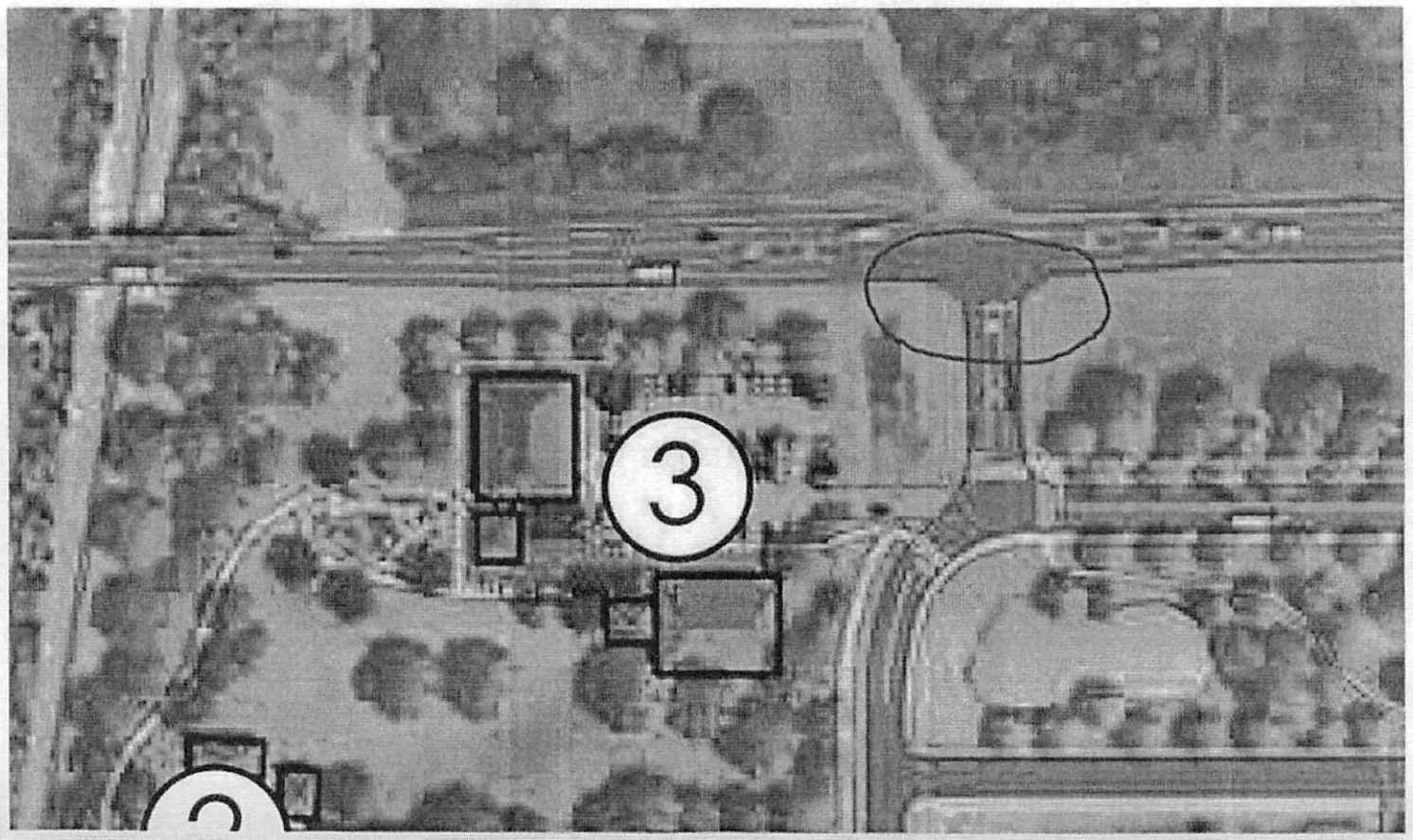
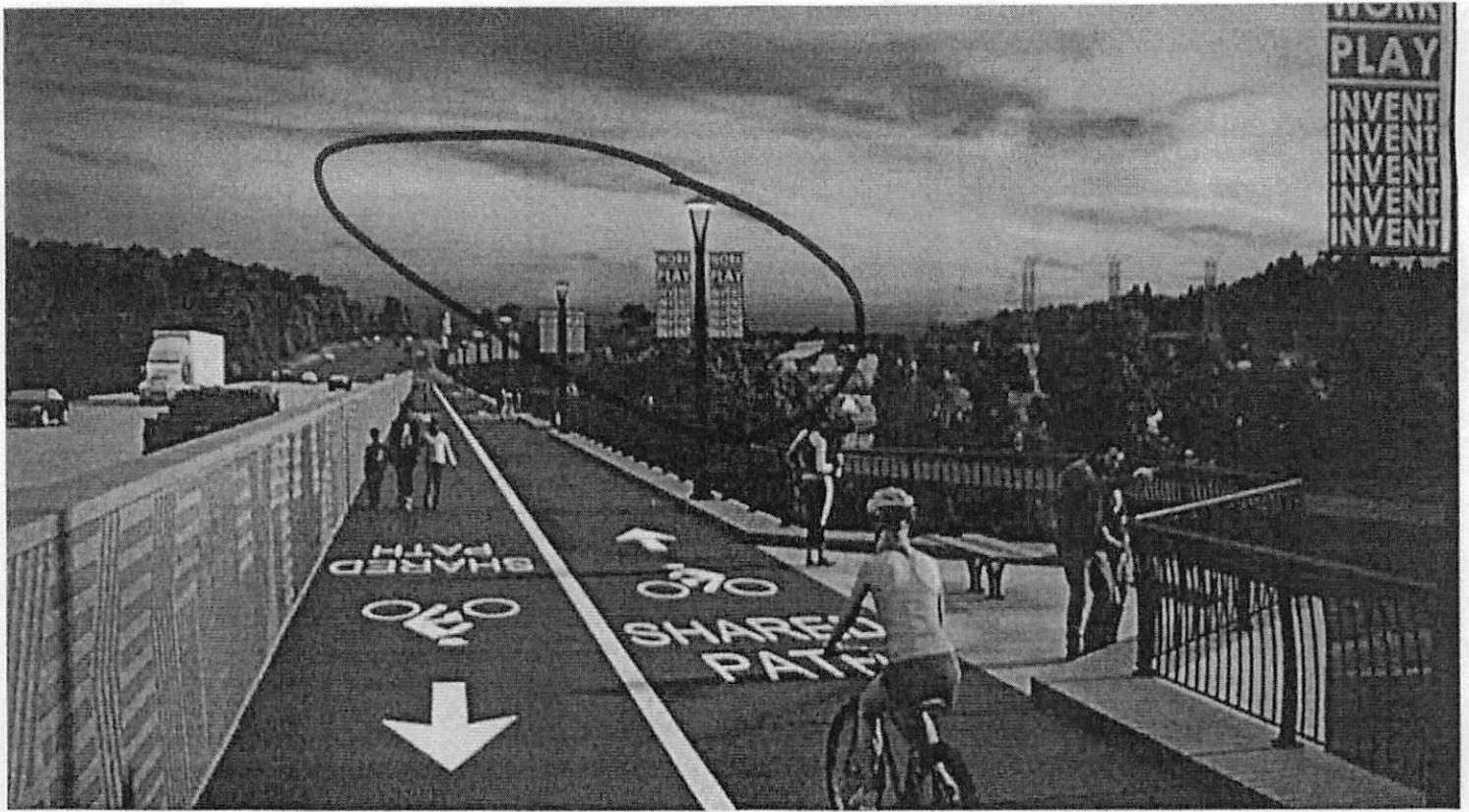
4. **Emergency Operations Center/Clinton Fire Department.** Requesting motion to authorize the county mayor to engage in official feasibility discussions with the City of Clinton for shared cost facility with reporting back to Operations Committee. (See attached concept idea from 2018)
5. **Update/No action required:** ESG Project Progress; Archives/Witness Rooms Progress; Wolf Valley Convenience Center Progress; Senior Center renovations progress

My best regards,

A handwritten signature in black ink, appearing to read 'Terry Frank', with a stylized, cursive script.

Terry

TVA concept



Example: Roane County Appropriation Resolution

SECTION 13. BE IT FURTHER RESOLVED, the Local Option Sales Tax is distributed in the following manner:

Contribution to the School Transportation Fund (144) shall not exceed \$1,725,000. Until said amount is received in the Transportation Fund the monthly Local Option Sales Tax for education shall be split 60% General Purpose Schools Fund (141), and 40% Transportation Fund (144) with the calculation consideration ADA basis allocation. Once the entire amount has been received in the Transportation Fund (144) all remaining Local Option Sales Tax dedicated to Education shall be received in the General-Purpose School Fund (141).

→ All available Rural Local Option Sales Tax (L.O.S.T) proceeds (discretionary amount) shall accrue into the Solid Waste/Sanitation Fund (116) at the rate of 84% and the Special Purpose/Fire &

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Animal Fund (121), at the rate of 16% of the total Rural L.O.S.T. This availability is considering the contract with the City of Kingston that has been in place since May 30, 1989 and to be expired by May 2039.

Anderson County, Tennessee Board of Commissioners

RESOLUTION NO. 21-03-865

RESOLUTION TO ESTABLISH AND IMPLEMENT AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN, DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the County of Anderson hereby updates the Occupational Safety and Health Program Plan for our employees.

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements.

NOW, THEREFORE, BE IT RESOLVED, by the Anderson County Board of Commissioners meeting in regular session in Clinton, Tennessee, on the 15th day of March, 2021, that there be and is hereby amended as follows:

SECTION 1. BE IT RESOLVED by the County of Anderson that there be and is hereby amended as follows:

TITLE:

This section shall be known as "The Occupational Safety and Health Program Plan for the Employees of Anderson County".

PURPOSE:

The Anderson County Commission in electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall

- 1.) Provide a safe and healthful place and condition of employment that includes:
 - a) Top Management Commitment and Employee Involvement;
 - b) Continually analyze the worksite to identify all hazards and potential hazards;
 - c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
 - d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- 2.) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
- 3.) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- 4.) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.
- 5.) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.

6.) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.

7.) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this Program Plan.

COVERAGE:

The provisions of the Occupational Safety and Health Program Plan for the Employees of Anderson County shall apply to all employees of each administrative department, commission, board, division, or other agency whether part- time or full-time, seasonal or permanent.

STANDARDS AUTHORIZED:

The Occupational Safety and Health standards adopted by the Anderson County Commission are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

VARIANCES FROM STANDARDS AUTHORIZED:

Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

ADMINISTRATION:

For the purposes of this resolution, Anderson County Director of Human Resources and Risk Management Department is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

FUNDING THE PROGRAM PLAN:

Sufficient funds for administering and staffing the Program Plan pursuant to this resolution shall be made available as authorized by the Anderson County Commission.

SEVERABILITY:

SECTION 2. BE IT FURTHER RESOLVED that if any section, sub-section, sentence, clause, phrase, or portion of this resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

AMENDMENTS, ETC:

SECTION 3. BE IT FURTHER RESOLVED that this resolution shall take effect from and after the date it shall have been passed, properly signed, certified, and has met all other legal requirements, and as otherwise provided by law, the general welfare of the Anderson County Commission requiring it.

Joshua Anderson, Commission Chair

Terry Frank, County Mayor

Jeff Cole, County Clerk

Date

**PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM PLAN FOR THE EMPLOYEES OF ANDERSON COUNTY**

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I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the Employees of Anderson County.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The intent of Anderson County Commission in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

II. DEFINITIONS

For the purposes of this Program Plan, the following definitions apply:

- a. COMMISSIONER OF LABOR and Workforce Development means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. EMPLOYER means the Anderson County Commission and includes each administrative department, board, commission, division, or other agency of the Anderson County.
- c. SAFETY DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or SAFETY DIRECTOR means the person designated by the establishing resolution, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of Anderson County.

- d. INSPECTOR(S) means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.
- e. APPOINTING AUTHORITY means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.
- f. EMPLOYEE means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as "volunteers" provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
- g. PERSON means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- h. STANDARD means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
- i. IMMINENT DANGER means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- j. ESTABLISHMENT or WORKSITE means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- k. SERIOUS INJURY or HARM means that type of harm that would cause permanent or prolonged impairment of the body in that:
 - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
 - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

l. ACT or TOSH Act shall mean the Tennessee Occupational Safety and Health Act of 1972.

m. GOVERNING BODY shall mean the Anderson County Commission.

n. CHIEF EXECUTIVE OFFICER shall mean the Anderson County Mayor.

III. EMPLOYERS RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from an unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employers place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to insure the provisions of this Program Plan are complied with and carried out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this Program Plan.

IV. EMPLOYEES RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in

concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.

- f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.
- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety of others or when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

V. ADMINISTRATION

- a. The Safety Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.
 - 1. The Safety Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this Program Plan.
 - 2. The Safety Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Safety Director.
 - 3. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
 - 4. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
 - 5. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
 - 6. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to

correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.

7. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
 8. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
 9. **The Safety Director shall, in the eventuality that there is a fatality, ensure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.**
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.
1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan.
 2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
 3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
 4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

VI. STANDARDS AUTHORIZED

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

VII. VARIANCE PROCEDURE

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:
 1. A specification of the standard or portion thereof from which the variance is sought.
 2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
 3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
 4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
 5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
 1. The employer
 - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.
 - ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
 - iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.
 2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.
- d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one

hundred eighty (180) days.

- f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

VIII. RECORDKEEPING AND REPORTING

Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to www.osha.gov and type Recordkeeping Forms in the search box.

The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix IV to this plan.

Details of how reports of occupational accidents, injuries, and illnesses will reach the recordkeeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-KEEPING AND REPORTING, CHAPTER 0800-01-03, as authorized by T.C.A., Title 50.

IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Safety Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Safety Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if no, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.

- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Chief Executive Officer or the representative of the governing body.
- f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

X. EDUCATION AND TRAINING

a. Safety Director and/or Compliance Inspector(s):

- 1. Arrangements will be made for the Safety Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of seminars can be obtained.
- 2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.

b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, as a minimum:

- 1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employees work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
- 2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids or gases, explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
- 3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
- 4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocution; Struck by/Caught In; Trench Cave In; Heat Stress; and Drowning.
- 5. Instruct employees on hazards and dangers of confined or enclosed spaces.
 - i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.

- ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
- iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this Resolution, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
 - 1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
 - 2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- d. The right of accompaniment may be denied to any person whose conduct interferes with a full and orderly person.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interview of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.

g. Advance Notice of Inspections.

1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
 2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.
- h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. The Safety Director may delegate the responsibility for such inspections to supervisors or other personnel provided:
1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
 2. Records are made of the inspections, any discrepancies found and corrective actions taken. This information is forwarded to the Safety Director.
- i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

XII. IMMINENT DANGER PROCEDURES

- a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:
1. The Safety Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
 2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
 3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
 4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.
 5. The imminent danger shall be deemed abated if:
 - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.

- ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.
6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.

b. Refusal to Abate.

1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Chief Executive Officer immediately.
2. The Safety Director and/or Chief Executive Officer shall take whatever action may be necessary to achieve abatement.

XIII. ABATEMENT ORDERS AND HEARINGS

- a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:
 1. Issue an abatement order to the head of the worksite.
 2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.
- b. Abatement orders shall contain the following information:
 1. The standard, rule, or regulation which was found to be violated.
 2. A description of the nature and location of the violation.
 3. A description of what is required to abate or correct the violation.
 4. A reasonable period of time during which the violation must be abated or corrected.
- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

XIV. PENALTIES

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.

b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:

1. Oral reprimand.
2. Written reprimand.
3. Suspension for three (3) or more working days.
4. Termination of employment.

XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (resolution, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency/safety Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- a. Compliance with any other law, statute, resolution, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.
- b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statute, resolution, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, resolution, or executive order, as applicable, is specifically repealed.

Human Resources and Risk Management/Safety Director, Occupational Safety and Health

Date

APPENDIX - I
WORK LOCATIONS
(ORGANIZATIONAL CHART)

| Anderson County Departmental 2021 Organizational Chart | | | |
|---|--|---------------------|------------------|
| Anderson County Courthouse 100 N. Main St., Clinton TN 37716 | | | |
| Department | Contact Person | Phone Number | Employees |
| Anderson County Sheriff's Office | Russell Barker - Sheriff | 865-457-6210 | 181 |
| Courthouse Security / SRO / Patrol Officers / Dispatch | Steve Owens - Lieutenant | 865-457-6210 | [103] |
| Detention Facility | Richard Parker - Chief Jailer | 865-457-7100 | [78] |
| County Mayor's Office | Terry Frank - Mayor | 865-457-6200 | 26 |
| Animal Control - Rm 127 | Brian Porter - Director | 865-441-2068 | [5] |
| Buildings and Grounds/Maintenance - Rm 129 | Roger Lloyd - Director / ADA Coordinator | 865-463-6829 | [5] |
| Historian and Records - Rm 307 | Matthew Clark - Archivist | 865-457-6242 | [1] |
| Mayor's Office - Rm 208 | Terry Frank - Mayor | 865-457-6200 | [2] |
| Planning and Development - Rm 127 | Marjorie Pressley - Bldg Inspector & Planning Supervisor | 865-457-6244 | [4] |
| Pre-Trial - Rm 103 | Heidi Miller - Director | 865-264-6279 | [2] |
| Solid Waste - Rm 127 | Geoffery Trabalka - Solid Waste Supervisor | 865-463-6845 | [3] |
| Switchboard | Rebecca Daugherty - Courtesy Booth Attendant | 865-457-5400 | [1] |
| Veterans Affairs - Rm 114 | Leon Jaquet - Veterans Officer | 865-463-6803 | [2] |
| Finance | Robert Holbrook - Interim Director | 865-264-6311 | 10 |
| Finance - Rm 210 | Robert Holbrook - Interim Director | 865-264-6531 | [7] |
| Purchasing - Rm 214 | Katherine Ajmeri - Deputy Director | 865-457-6218 | [3] |
| Assessor of Property - Rm 201 | John Alley - Property Assessor | 865-457-6219 | 11 |
| Chancery Court - Rm 302 | Honorable M. Nichole Cantrell - Chancellor | 865-457-6209 | 2 |
| Circuit Court - Rm 313 | Honorable Don Elledge - Judge | 865-463-6821 | 1 |
| Circuit Court Clerk - Rm 313 | Rex Lynch - Circuit Court Clerk | 865-463-6821 | 21 |
| Clerk & Master - Rm 308 | Harold Cousins - Clerk & Master | 865-457-6205 | 8 |
| County Clerk - Rm 111 | Jeff Cole - County Clerk | 865-264-6242 | 18 |
| County Commissioners - Rm 118 | Annette Prewitt - Chief Deputy | 865-463-6866 | 15 |
| Election Commission - Rm 207 | Mark Stephens | 865-457-6238 | 19 |
| General Sessions I - Rm 307 | Honorable Don Layton - Judge | 865-264-6322 | 2 |
| General Sessions Clerk - Rm 309 | Rex Lynch - Circuit Court Clerk | 865-264-6323 | [2] |
| Human Resource and Risk Management - Rm 102 | Kim Jeffers-Whitaker - Director | 865-264-6300 | 3 |
| Information Technology - Rm 110 | Brian Young - Director | 865-259-6904 | 4 |
| Register of Deeds - Rm 205 | Tim Shelton - Register of Deeds | 865-457-6235 | 4 |
| Trustee - Rm 203 | Regina Copeland - Trustee | 865-457-6233 | 11 |
| Anderson County Jolly Building 101 S. Main St., Clinton TN 37716 | | | |
| Department | Contact Person | Phone Number | Employees |
| District Attorney - Suite 300 | David Clark - District Attorney General | 865-457-5640 | 3 |
| Drug Court - Suite 308 | Barrit Gadd - Drug Court Coordinator | 865-457-6205 | 1 |
| E-911 - Suite 440 | Davi Shetterly - Lead Dispatch | 865-463-6852 | [8] |
| Juvenile Court - Suite 200 | Honorable Brian Hunt - Judge | 865-264-6351 | 8 |
| Juvenile Court Clerk | Rex Lynch - Circuit Court Clerk | 865-264-6351 | [8] |
| Law Director - Suite 310 | Jay Yeager - Law Director | 865-457-6290 | 2 |

| | | | |
|--|--|---------------------|------------------|
| Anderson County Public Defender 127 N. Main St, Clinton TN 37716 | | | |
| Department | Contact Person | Phone Number | Employees |
| Public Defender | Ann Coria - District Public Defender | 865-457-0006 | 3 |
| Anderson County Clerk - Satellite Locations Oak Ridge: 728 Emory Valley Rd, Oak Ridge TN 37830-7016 Norris: 20 Chestnut Dr, Norris TN 37828 | | | |
| Department | Contact Person | Phone Number | Employees |
| Oak Ridge County Clerk | Jeff Cole - County Clerk | 865-425-3550 | [5] |
| Norris County Clerk | Jeff Cole - County Clerk | 865-494-7645 | [2] |
| Anderson County Highway Department 183 JD Yarnell Industrial Pkwy, Clinton TN 37716-3912 | | | |
| Department | Contact Person | Phone Number | Employees |
| Road Superintendent | Gary Long - Road Superintendent | 865-463-6835 | 30 |
| Anderson County Emergency Management Agency 111 S. Charles Selvers Blvd, Clinton TN 37716-3927 | | | |
| Department | Contact Person | Phone Number | Employees |
| Emergency Management Agency | Steve Payne – Director; Terry Frank - County Mayor | 865-457-6765 | 10 |
| Anderson County Emergency Medical Services 314 Public Safety Ln, Clinton TN 37716-3968 | | | |
| Department | Contact Person | Phone Number | Employees |
| County Mayor's Office - AC Courthouse, Rm 208 | Terry Frank – County Mayor | 865-457-6200 | 83 |
| Emergency Medical Services | Nathan Sweet - Director | 865-457-5567 | [83] |
| Anderson County General Sessions II 101 Bus Terminal Rd, Oak Ridge TN 37830-6932 | | | |
| Department | Contact Person | Phone Number | Employees |
| General Sessions II | Honorable Roger Miller - Judge | 865-482-0081 | 2 |
| General Sessions Clerk | Rex Lynch - Circuit Court Clerk | 865-264-6323 | [2] |
| Anderson County Health Department 710 N. Main St, Clinton TN 37716-3143 | | | |
| Department | Contact Person | Phone Number | Employees |
| Health Department - State & County Staff | Charles Turner - Director | 865-425-8800 | 16 |
| Anderson County Office on Aging and Senior Center 96 Mariner Point Drive, Clinton TN 37716 | | | |
| Department | Contact Person | Phone Number | Employees |
| County Mayor's Office - AC Courthouse, Rm 208 | Terry Frank – County Mayor | 865-457-6200 | 1 |
| Senior Center | Cherie Phillips - Center Manager | 865-457-3259 | [1] |
| Anderson County Parks and Recreation 2191 Park Ln, Andersonville TN 37705-3507 | | | |
| Department | Contact Person | Phone Number | Employees |
| Parks and Rec | Benjamin Taylor - Park Manager | 865-494-9352 | 5 |

| | | | |
|--|---|---------------------|------------------|
| Anderson County Tourism Council 15 Welcome Ln, Clinton TN 37716-6676 | | | |
| Department | Contact Person | Phone Number | Employees |
| Tourism | Stephanie Wells - Director | 865-457-4542 | 3 |
| Anderson County Soil Conservation 2691 Andersonville Hwy, Clinton TN 37716-6676 | | | |
| Department | Contact Person | Phone Number | Employees |
| Soil Conservation | Kathy Turpin - Soil Conservation Technician | 865-494-2343 Ext. 3 | 1 |
| Anderson County Motor Pool 100 S. Bowling St, Clinton TN 37716 | | | |
| Department | Contact Person | Phone Number | Employees |
| Motor Pool | John Vickery – Director; Terry Frank – County Mayor | 865-457-6676 | 5 |
| Anderson County Television 141 E. Broad St, Clinton TN 37716 | | | |
| Department | Contact Person | Phone Number | Employees |
| ACTV | Andy Garrett - Station Manager | 865-463-1017 | 15 |
| Briceville Public Library 111 Slatestone Rd, Briceville TN 37710 | | | |
| Department | Contact Person | Phone Number | Employees |
| Briceville Public Library | Daphne Windham - Director | 865-426-6220 | 2 |
| Clinton Public Library 118 S. Hicks St, Clinton TN 37716 | | | |
| Department | Contact Person | Phone Number | Employees |
| Clinton Public Library | Meg Harrison - Director | 865-457-0519 | 10 |
| Norris Community Library 1 Norris Sq, Norris TN 37828 | | | |
| Department | Contact Person | Phone Number | Employees |
| Norris Community Library | Jenny Heffron - Director | 865-494-6800 | 3 |
| Rocky Top Public Library 226 N. Main St, Rocky Top TN 37769 | | | |
| Department | Contact Person | Phone Number | Employees |
| Rocky Top Public Library | Norma Day - Director | 865-426-6762 | 4 |

**APPENDIX – II
NOTICE TO ALL EMPLOYEES**

NOTICE TO ALL EMPLOYEES OF ANDERSON COUNTY

The Tennessee Occupational Safety and Health Act of 1972 provide job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to insure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before Director for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of Anderson County is available for inspection by any employee at the Anderson County Human Resources and Risk Management Department during regular office hours.

Terry Frank, County Mayor

DATE

**APPENDIX – III
PROGRAM PLAN BUDGET
STATEMENT OF FINANCIAL RESOURCE AVAILABILITY**

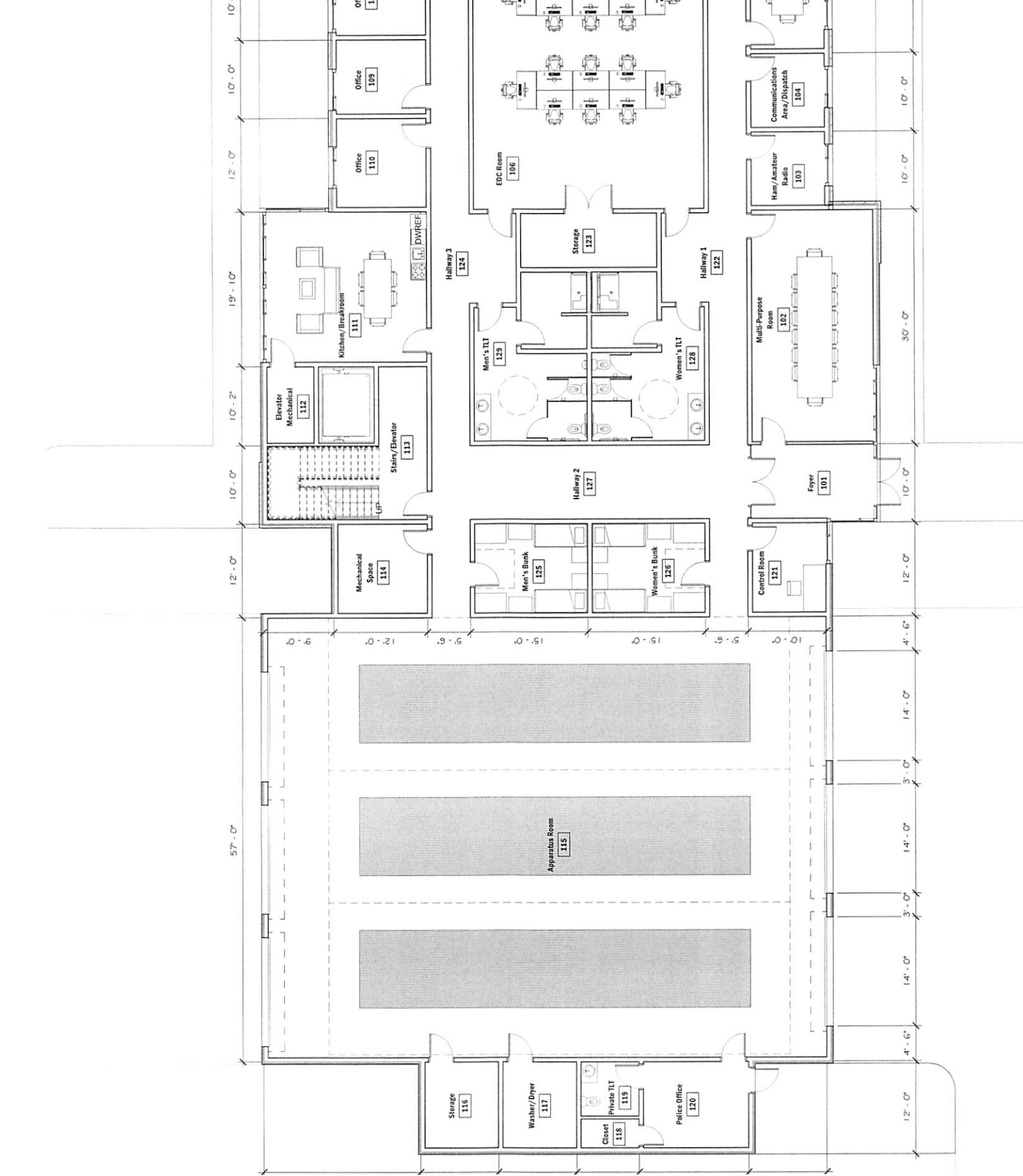
Be assured that Anderson County Commission has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

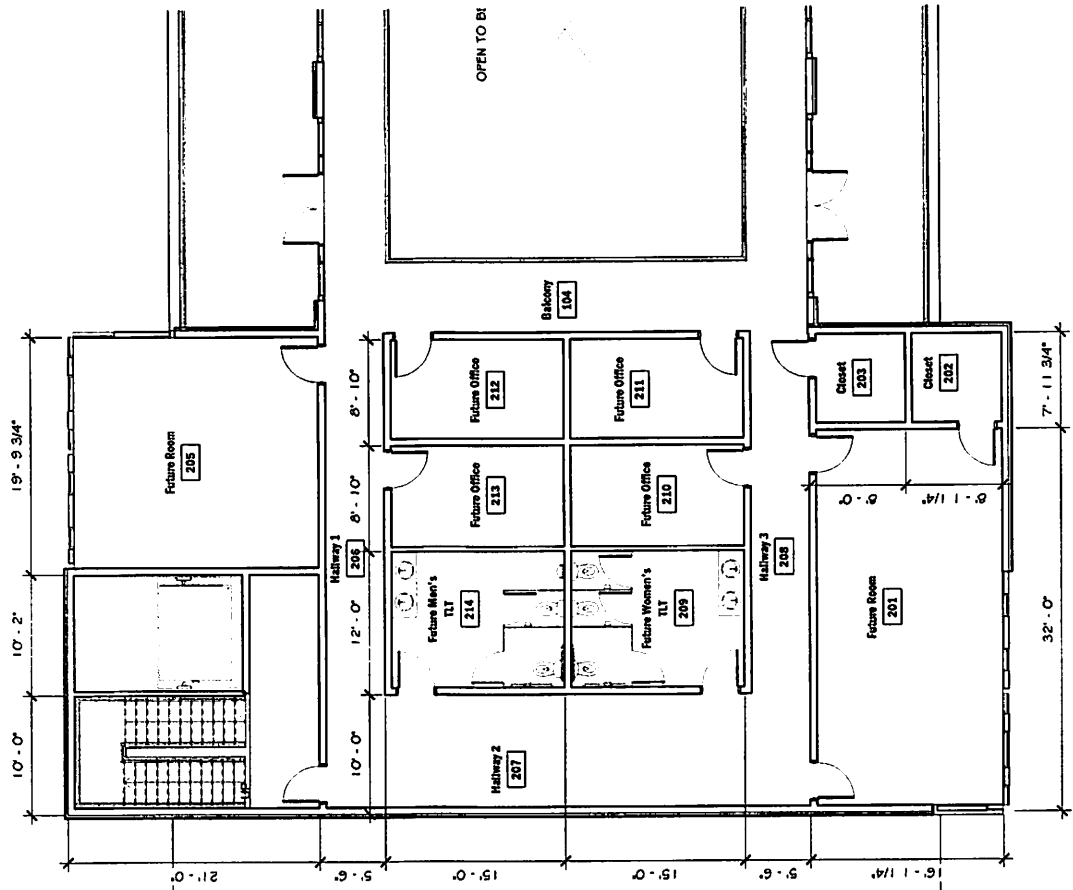
APPENDIX – IV ACCIDENT REPORTING PROCEDURES

Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves a fatality, inpatient hospitalization, amputation, loss of an eye, loss of consciousness, broken bones, or third degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance, which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.





LEGEND

Fire Route



Fire Parking



Police Route



Police Parking



EOC Route



EOC Parking



Media Route



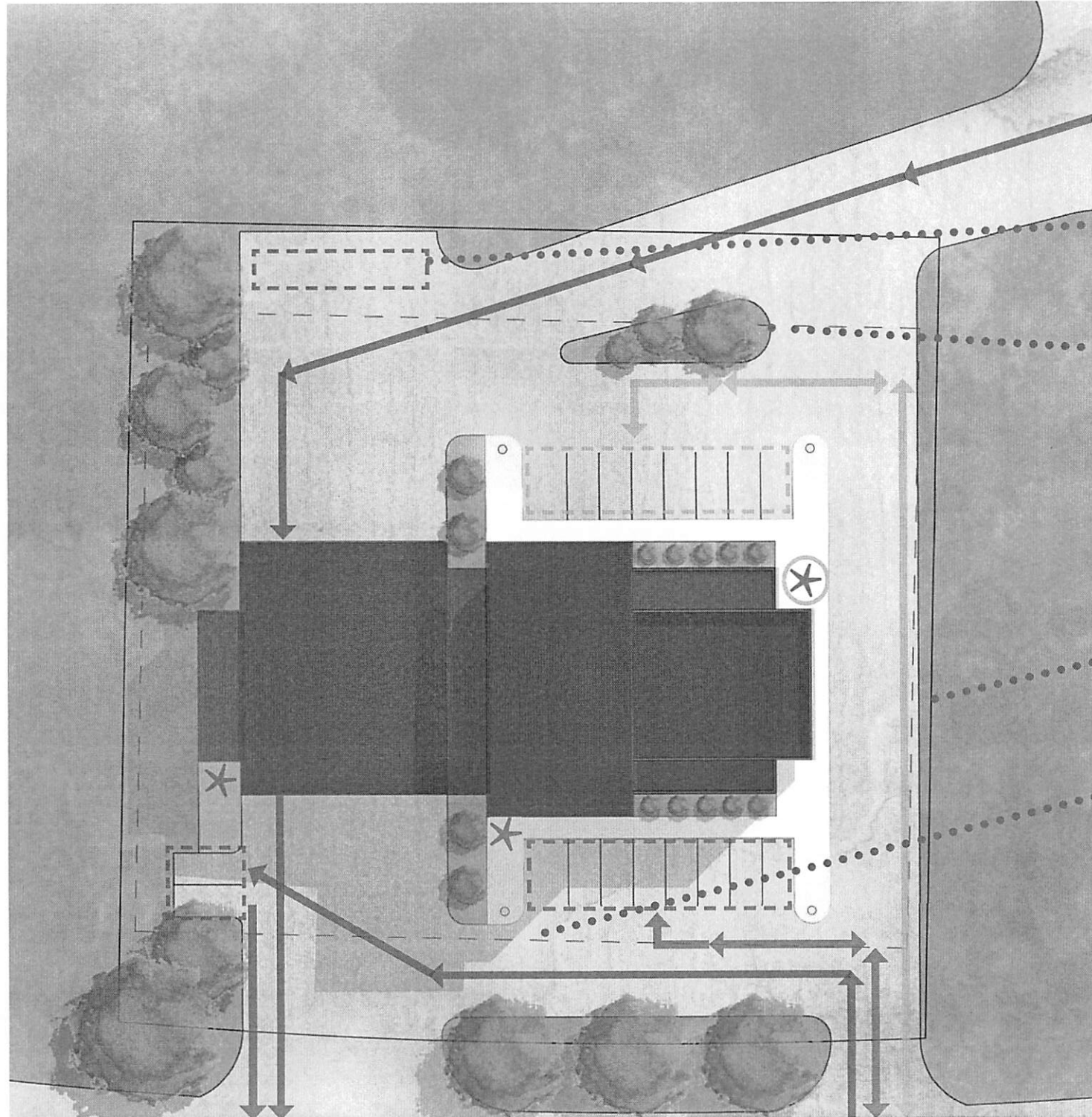
Media Parking



Police Entrance



EOC/ Fire Entrance





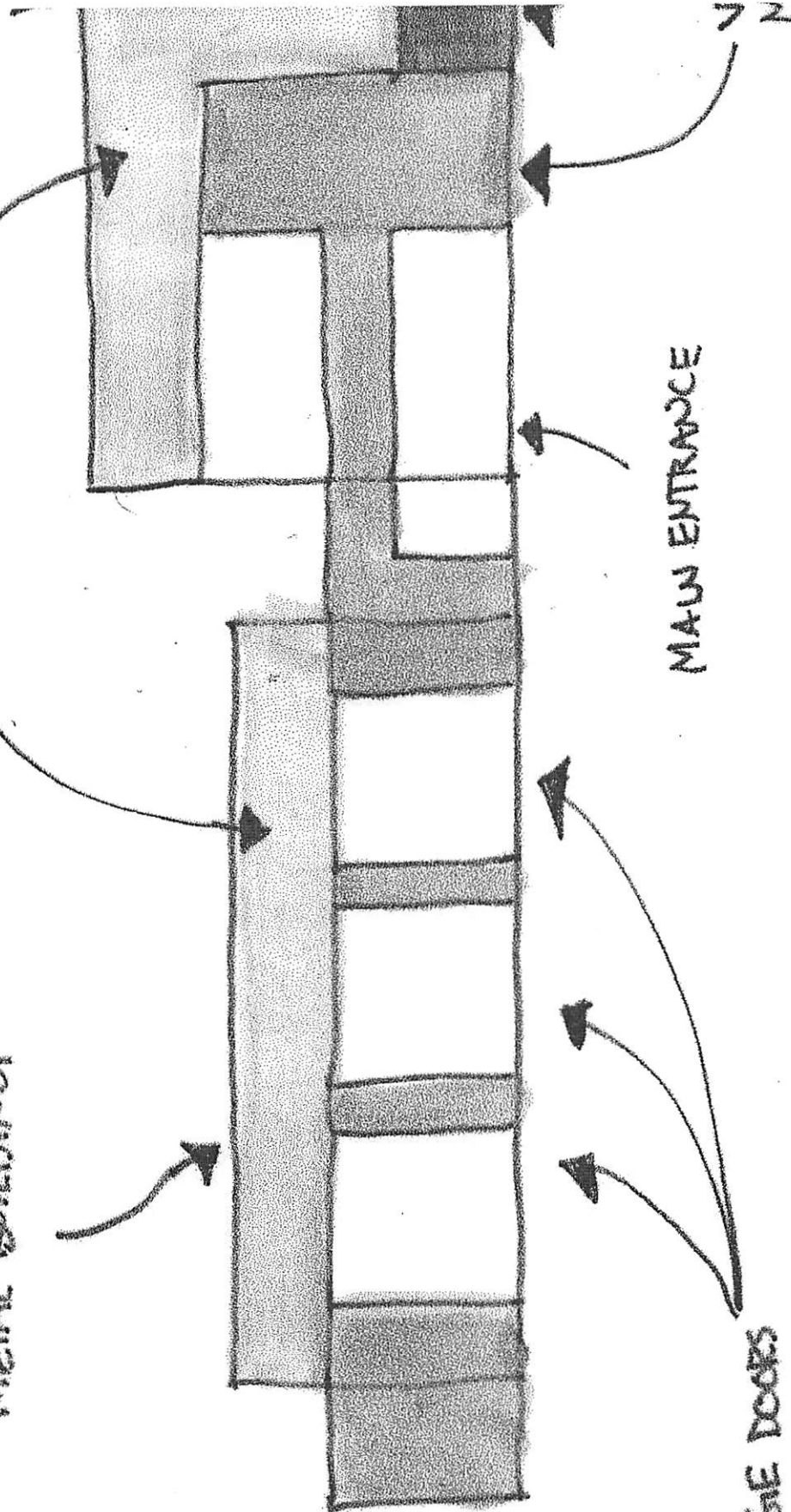
HORIZONTAL RIBBED
METAL PANEL

PRE-ENGINEERED
METAL BUILDING

MAIN ENTRANCE

3 GARAGE DOORS

14' X 14'

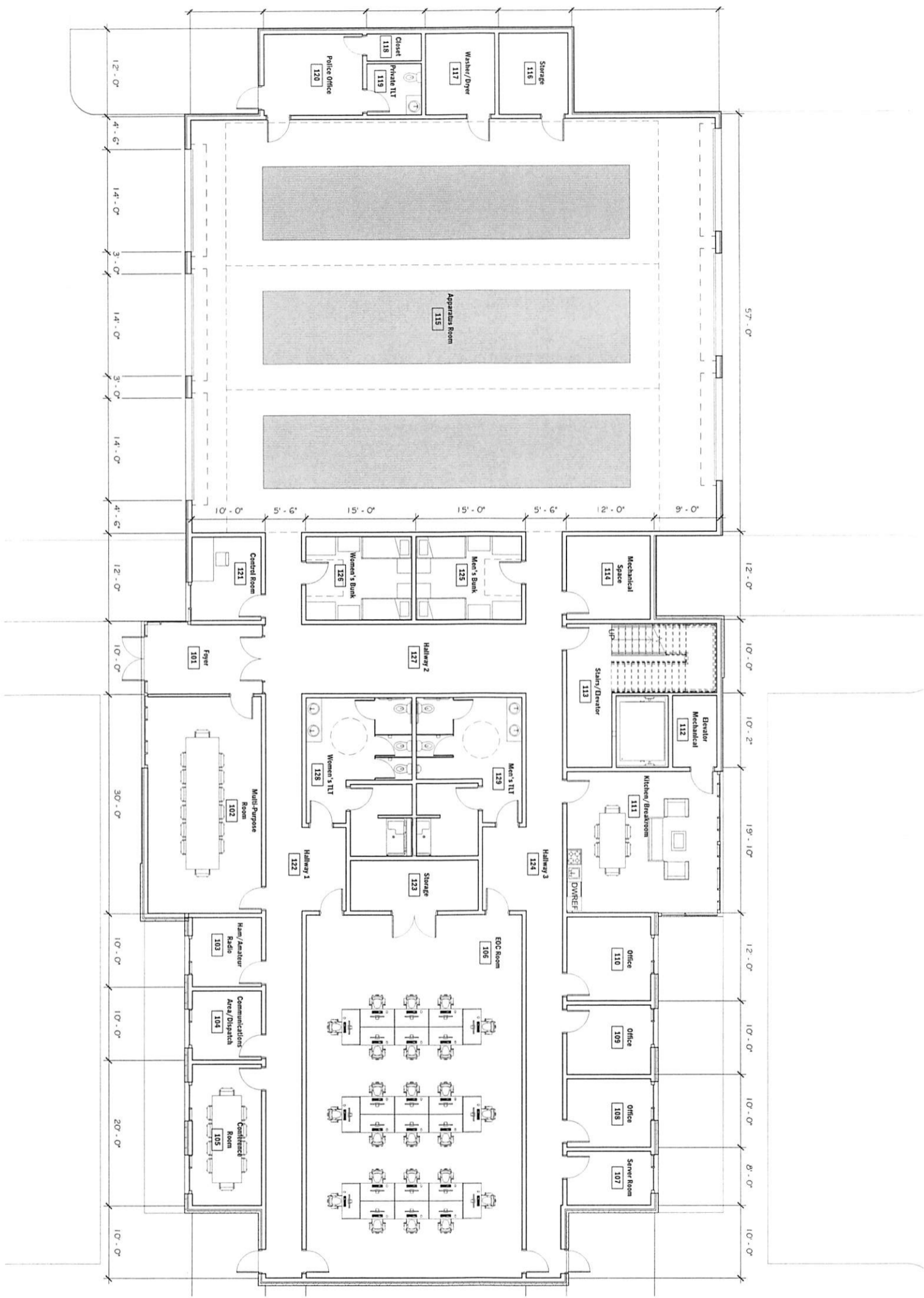


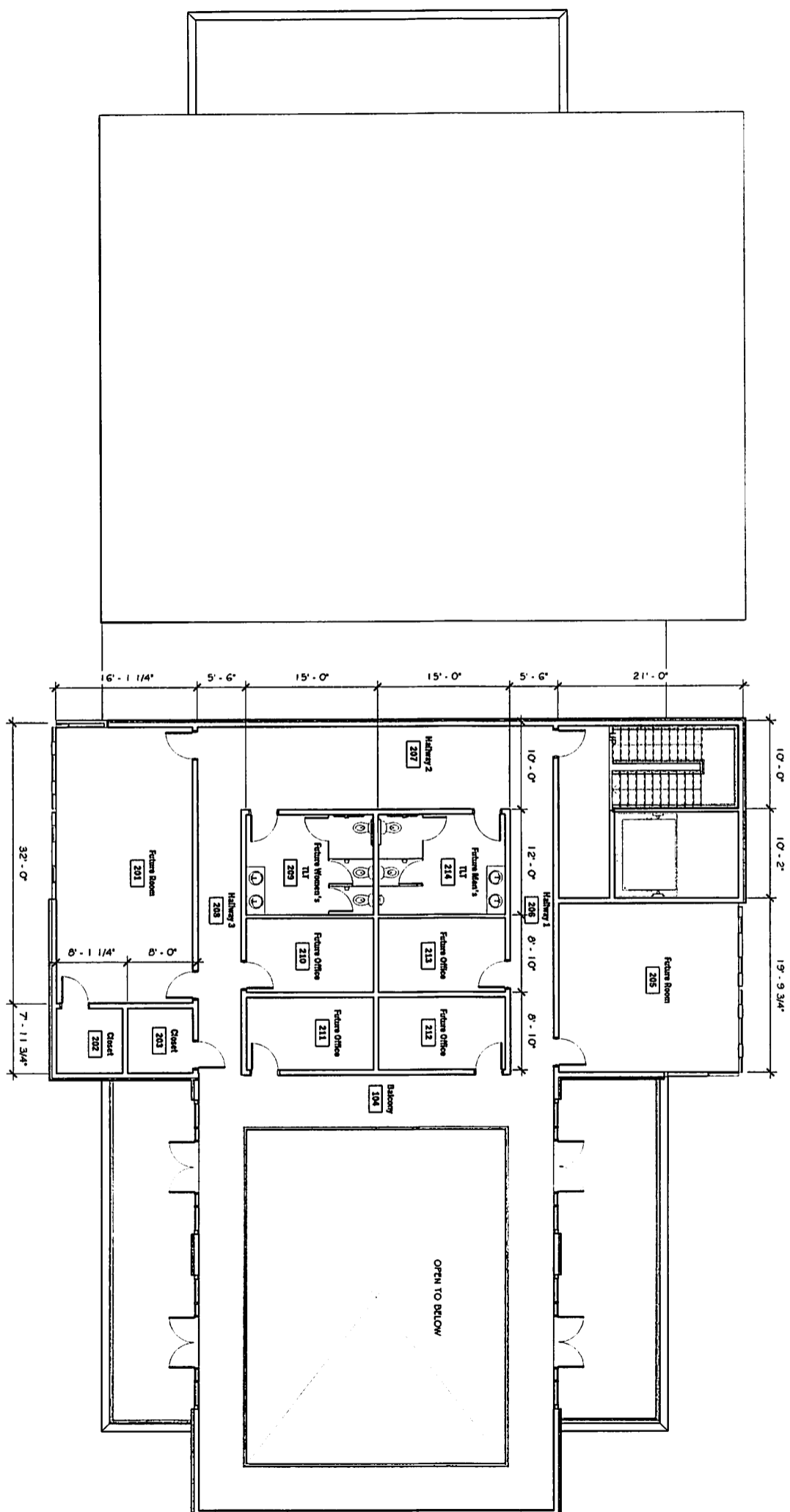


CITY OF CLINTON
FIRE STATION 4

ANDE
EMERGE

POLICE






LEGEND


Fire Route


Fire Parking


Police Route


Police Parking


EOC Route


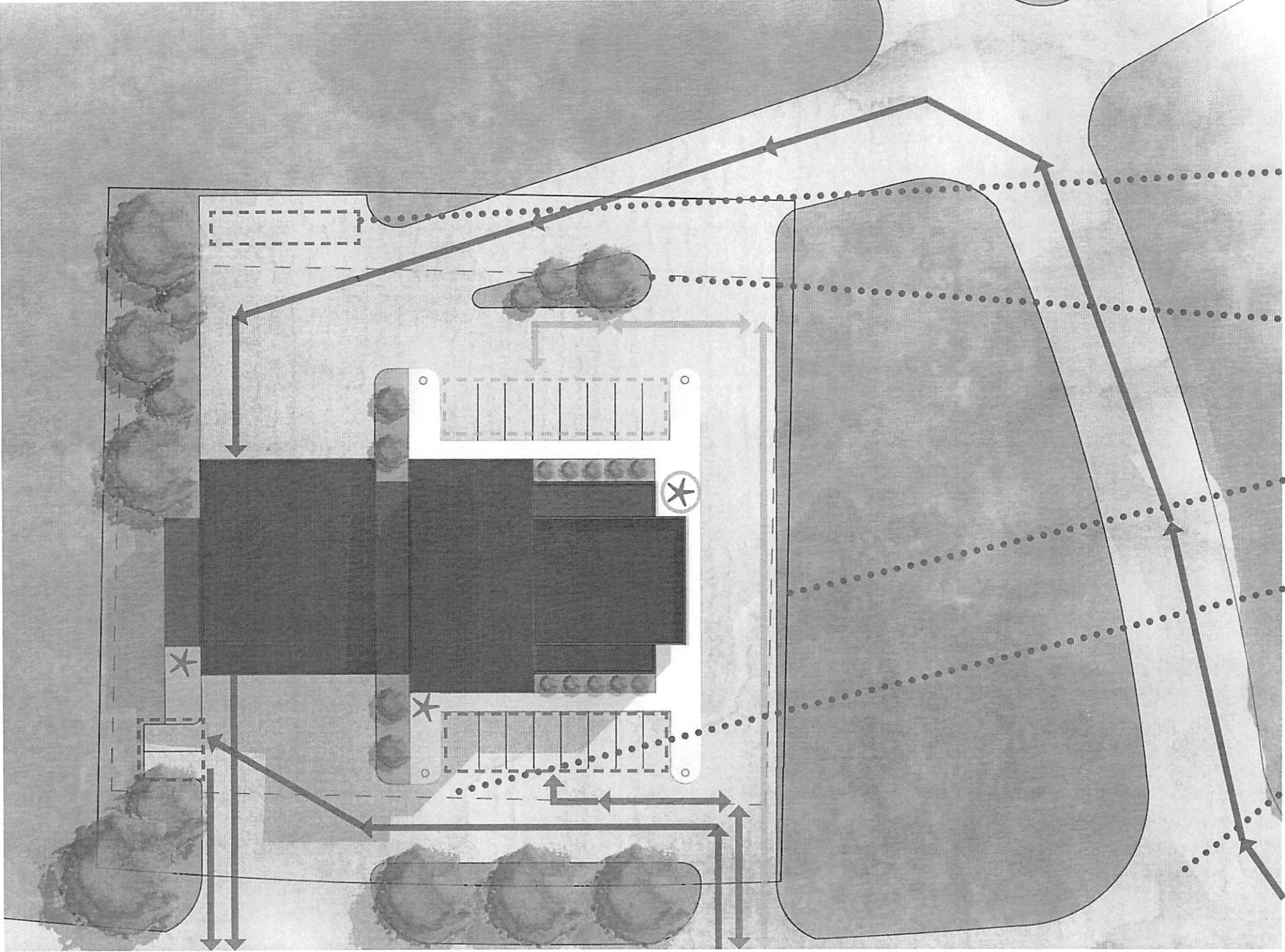
EOC Parking


Media Route


Media Parking


Police Entrance 

EOC/ Fire Entrance 





PRE-ENGINEERED
METAL BUILDING

HORIZONTAL RIBBED
METAL PANEL

PARAPET TO
HIDE RTUS

MAIN ENTRANCE

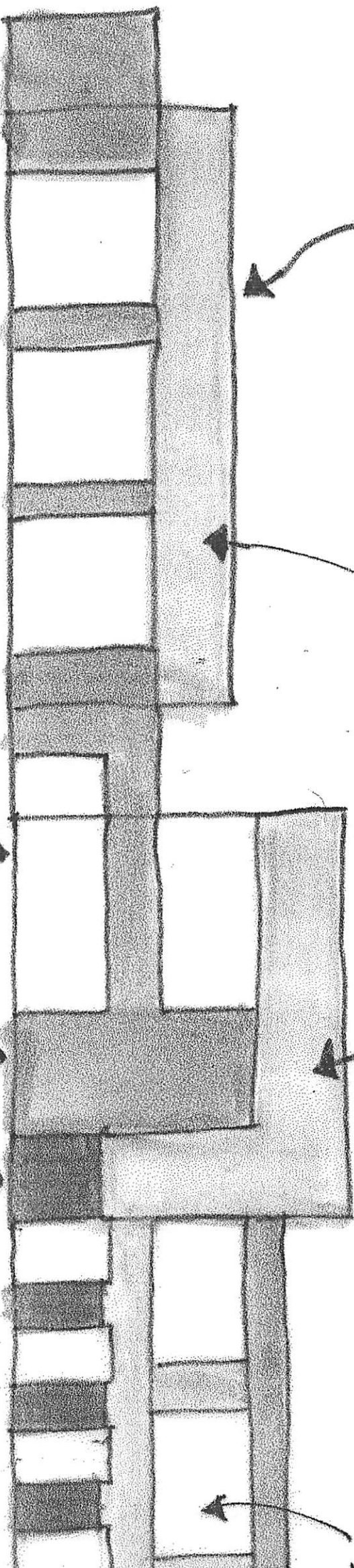
3 GARAGE DOORS

14' X 14'

VERTICAL FLUSH
METAL PANEL

SPLIT FACED
CMU BLOCK

- OR -



CITY OF CLINTON
FIRE STATION 4

ANDERSON COUNTY
EMERGENCY OPERATION CENTER

POLICE





Anderson County Schools
Every Student, Every Day

Annette Prewitt <aprewitt@acs.ac>

Fw: Tennessee CLEAN Act (SB0152/HB0174): Let a discussion happen!

1 message

Timothy Isbel <isbelt@ymail.com>
Reply-To: Timothy Isbel <isbelt@ymail.com>
To: Annette Prewitt <aprewitt@acs.ac>

Wed, Feb 24, 2021 at 10:47 AM

Could you please add this to the operations committee for discussion

Tim Isbel
Anderson County Commissioner
District 4
Rocky Top, TN

----- Forwarded Message -----

From: "Patricia Treece" <pattitreece@everyactionadvocacy.com>
To: "isbelt@ymail.com" <isbelt@ymail.com>
Sent: Wed, Feb 24, 2021 at 7:55 AM
Subject: Tennessee CLEAN Act (SB0152/HB0174): Let a discussion happen!
Dear Commissioner Tim Isbel,

I live in Andersonville.

Litter pollution is more than an eyesore. It negatively and measurably impacts the economy, agriculture, and nature of our county and the state as a whole. After a half-century of trying, it's clear that educating people about litter works, but it cannot fix the problem on its own.

We need to better support efforts that are working and then find creative and new solutions to litter pollution in the state.

I have reached out to my state representative and senator but I'm also asking you to use your position to support the Tennessee CLEAN Act (SB0152/HB0174).

If we want to find possible solutions, we need to have discussions. We all need to push to let TACIR (Tennessee Advisory Commission on Intergovernmental Relations) review and recommend solutions that are right for Tennessee.

This is a problem for all levels of government in Tennessee and cooperation is necessary so we can enjoy cleaner landscapes that benefit our economy, agriculture, and nature.

Please show local leadership on this issue and help us do something about litter pollution in our state.

Sincerely,
Ms. Patricia Treece
4674 Andersonville Hwy Andersonville, TN 37705-2905
pattitreece@gmail.com



Anderson County Schools
Every Student, Every Day

Annette Prewitt <aprewitt@acs.ac>

Operations agenda item

1 message

Tracy Wandell <tlwandell@msn.com>

Tue, Mar 2, 2021 at 7:45 AM

To: Annette Prewitt <aprewitt@acs.ac>, Timothy Isbel <isbelt@ymail.com>, Terry Frank <tfrank@andersontn.org>, Jay Yeager <jyeager@andersontn.org>, Chuck Fritts <cf3533@msn.com>, Danny Phillips <dphillips@andersontn.org>

Dear Chairman Isbel,

Please add to the upcoming agenda for Operation meeting Ben's Mobile Home Park. I have gathered the information requested and will make available to Jay and Terry.

We have a resident being told to move and is being taken to court because of sewer issues which are not from the current renters location.

I have also included Zoning in case they have any other updates or concerns for Ben's they can report on for our meeting. Thank you.

Respectfully,

Tracy Wandell
865-388-0921
tlwandell@msn.com