
Anderson County Board of Commissioners

Regular Agenda **Monday, January 29, 2024 @ 6:30 p.m.**

- 1. Call to Order / Roll Call**
- 2. Prayer**
- 3. Pledge of Allegiance**
- 4. Appearance of Citizens** – Items on or not on the agenda
- 5. Approval and Correction of Agendas**
 - Consent Agenda
 - Regular Agenda
- 6. Presentation of Reports**
 - A. Elected Officials
 1. Trustee – Regina Copeland
 2. County Mayor – Terry Frank
 - Status update on the Broadband Grants
 - B. Department Heads
 1. Director of Finance – Robby Holbrook
 - Budget Committee Report – by Robby Holbrook, Finance Director
 - Purchasing Committee Report – by Robby Holbrook, Finance Director
 2. Director of Schools – No Report
 3. Law Director – Jay Yeager
 - Contract Approvals
 - Anderson County Zoning Violations
 - Bankruptcies
 - New Lawsuits
 - Lawsuit Update
 4. Highway Department
 - Approve Speed Limits on the following roads:
 - Mountain Vista Road 15mph
 - High View Lane 15mph
 - Gray Horse Lane 15mph
 - C. Committees/Boards Reports
 1. Operations Committee Report – by Chairman Isbel
 - Resolution No. 24-01-1148 To Establish the Anderson County Human Resources Department, Human Resources Advisory Committee, Reporting Structure and the Position of Human Resources Director.

- Resolution No, 24-01-1149 To Establish the Anderson County Information Technology Advisory Board, the Office of Information Technology, Information Technology Director and Reporting Structure.
- Interlocal Agreement for Library Services.
- To have another Strategic Planning Workshop in February or March funded through the Mayor's budget.
- To move forward with a report from the Trustee and Mr. Crye on collection of delinquent taxes from 2014 – 2021.
- To have a summary submitted on the findings on the last Animal Control Officer.
- To approve letter drafted by the Mayor to Congress as presented.

2. Fire Commission Report – by Chairman Wandell

3. Animal Care Advisory Report – by Chairman Wandell

7. **Unfinished Business**

8. **New Business**

9. **Announcements**

10. **Adjourn**

Respectfully Submitted
H. Tyler Mayes, Chairman



ANDERSON COUNTY GOVERNMENT

TERRY FRANK
COUNTY MAYOR

January 10, 2024

Commissioner Tyler Mayes
Chairman, Anderson County Board of Commissioners

RE: Mayor's Report

Dear Chairman Mayes and Honorable Members of Commission,

I wish to submit the attached as a status update on the Broadband Grants.

Back in February of 2022, Anderson County passed two motions that authorized matching funds for a broadband provider applying for a grant from the Tennessee Emergency Broadband Fund—American Rescue Plan Program (TEBF-ARP), to serve Anderson County citizens.

The TEBF-ARP Fund utilized a portion of the State of Tennessee's American Rescue Plan Coronavirus State and Local Fiscal Recovery Funds to make necessary investments in water, sewer, and broadband infrastructure.

Two providers applied for and were awarded grants to serve Anderson County:

1. Highland Communications
2. Comcast

Here is where we are:

HIGHLAND COMMUNICATIONS

For Highland Communications I have pasted below an update I received from them in late November:

Phase One of this project which starts at Oliver Springs and goes to Rocky Top is underway. All right of way for Phase One has been secured and all anchors have been set, placement of strand and fiber is scheduled to begin the first week of December. The remote central office site in Rocky Top is currently under construction, the foundation has been completed and the building is scheduled to arrive the first week of December. The

electronics for the remote central office are on order and expected to be delivered the second quarter of 2024. We should be activating customers in the Anderson County service areas in the summer of 2024.

For the Highland Communications Grant, instead of a cash match, we were able to enter into a long-term lease agreement with Highland Communications for property owned by Anderson County and located in Rocky Top. We obtained a new survey, and cleaned up the property. The lease is for 40 years, with two five-year renewal options, and provides a location for necessary equipment to accomplish the broadband expansion.

I have attached pictures of the building being installed by Highland Communications in Rocky Top.

It will be a while before service is available, but when it is, Highland will engage in marketing. According to their company, they will do direct mail marketing, yard signs, newspaper advertising for the local area, and even set up an event trailer in the areas.

Some of the areas covered by this grant:

Graves Gap to include Brown Flats Lane, Braden Flats Lane, Duncan Flats,
Small section on 116 between Gingers Deli and Diamond Bailey Road
Seiber Mountain to include portions of Tennessee Hollow Lane, Tennessee Hollow
Church Road, Seiber Mountain Lane, Braden Flats Road E.
Thistle Hollow Lane
Vowell Mountain Road, Vowell Mountain Lane, Old Swag Church Lane, Upper Vowell
Mountain Road, Upper Vowell Mountain Lane
Beech Grove to include portions of Beech Grove Road, Commissary Road, Cameron
Hollow Road and Cambria Hollow Lane, Cameron Hollow Road and Cameron Hollow
Lane

It is important to note that there may be other addresses not on the list, and also, if an area is listed, there may be limitations on specific addresses for service. For instance, portions of some area may be under the service area of another provider.

COMCAST COMMUNICATIONS:

Anderson County did agree to provide a cash match of \$250,00 to Comcast as part of the grant application.

Following a lengthy contract process, Comcast was finally able to execute their contracts with the State of Tennessee in December, and we are working to finalize our local match award. We are awaiting a copy of the contract from Comcast.

Comcast has completed walk-out and design work. Their estimate for the construction team to "get "shovels going" is beginning in February, with estimated completion towards end of year. Once they get started, they will send periodic updates.

We will look to pay the county match at or near the close of construction.

Currently, plans are to expand coverage to the following areas:

River Road, Lovely Bluff, Savage Garden, Sequoyah Road, Beech Grove Road, Hinds Creek Road, Byrams Fork Road, Lone Mountain Road, Mt. Olive Road, Ridge Circle, Mill Creek, Stardust Marina.

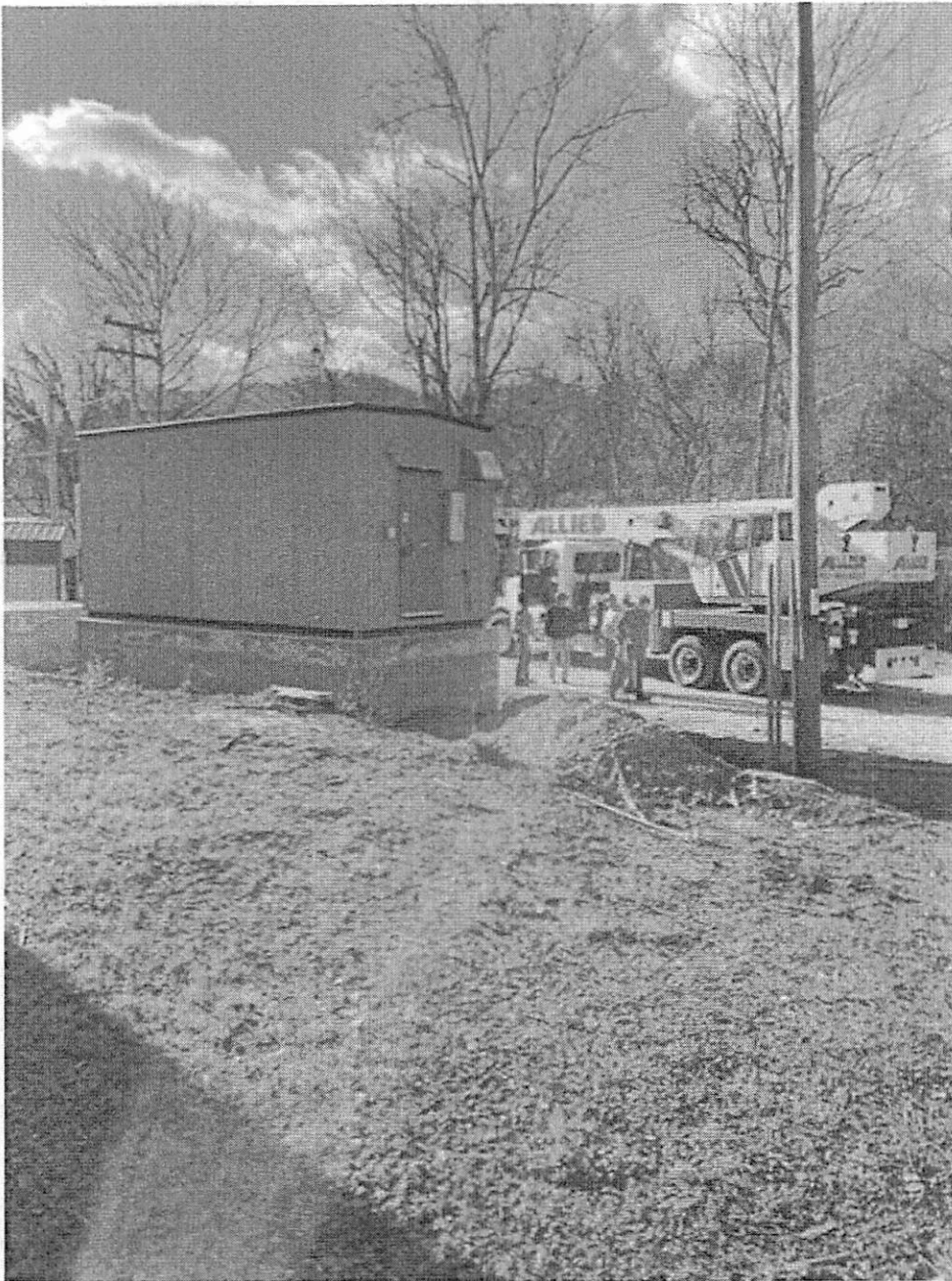
Just like the Highland Communications project, there may be areas that are not able to be served either due to limitations of the grant, or because portions of these areas may be served by other providers.

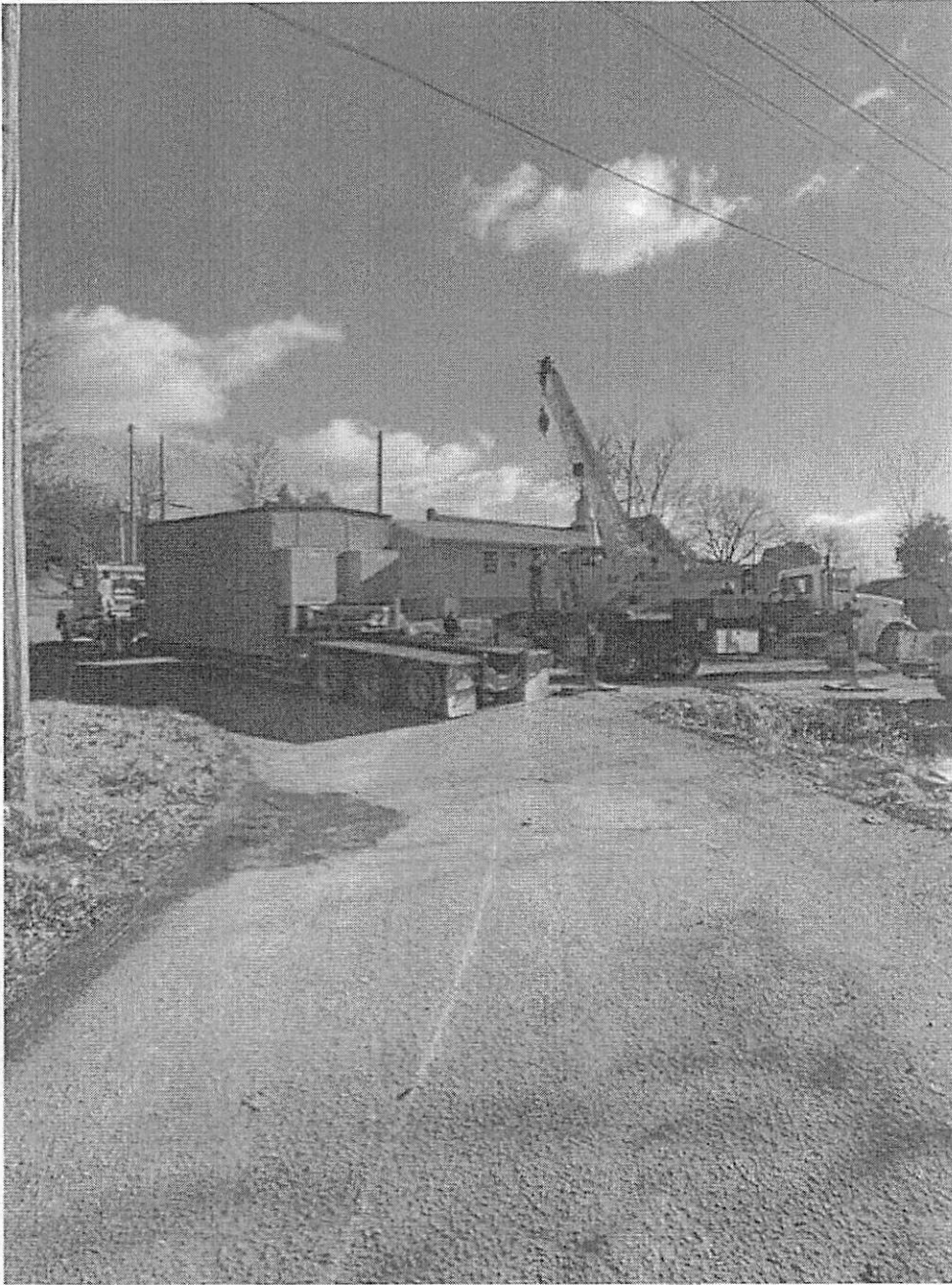
Sincerely,

A handwritten signature in black ink, appearing to read "Terry Frank", with a long horizontal flourish extending to the right.

Terry Frank







**ANDERSON COUNTY GOVERNMENT
SUMMARY OF BUDGET AMENDMENTS**

January 4, 2024

<u>PAGE NO.</u>	<u>ITEM NO.</u>	<u>FUND - DEPARTMENT</u>	<u>AMOUNT</u>
Group 1 Consent Agenda - Transfers (No Commission Action Necessary)			
1	1	General Fund 101 - Dental Clinic	\$ 1,000.00
1	2	General Fund 101 - Mayor	\$ 13,440.00
6	13	General Fund 101 - Clerk & Master	\$ 1,500.00
Group 2 - Appropriations - School (Commission Approval by Board Vote)			
Group 3 - Transfers - School (Commission Approval by Board Vote)			
Group 4 - Appropriations - NonSchool (Commission Approval by Board Vote)			
2	3	Fund 131 - Highway	\$ 500.00
2	4	General Fund 101 - Fleet Services	\$ 15,000.00
3	5	General Fund 101 - EMA	\$ 3,586.77
3	6	General Fund 101 - Finance	\$ 413,293.00
4	7	General Fund 101 - Finance/Criminal Court	\$ 77,500.00
4	9	General Fund 101 - Mayor	\$ 125,000.00
5	10	General Fund 101 - County Clerk	\$ 4,000.00
6	12	General Fund 101 - County Commission	\$ 2,000.00
Group 5 - Appropriations - General Fund Unassigned Fund Balance (Commission Approval by Board Vote)			
4	8	General Fund 101 - Finance/Sheriff's Office	\$ 20,000.00
5	11	General Fund 101 - EMA	\$ 7,000.00
Group 6 - Transfers - NonSchool (Commission Approval by Board Vote)			
Group 7 - Miscellaneous			
6	A	Project Updates/Mayor Terry Frank	Information
7	B	IT Purchase Proposal/Brian Young	Removed
7	C	New Business/Grant Approval and BA's 10-13	Motions Passed
Group 8 - Additional Items not discussed during budget committee (requires 3/4 majority vote)			
8		Resolution # 24-01-1152 Scarboro 85 Memorial Donation	

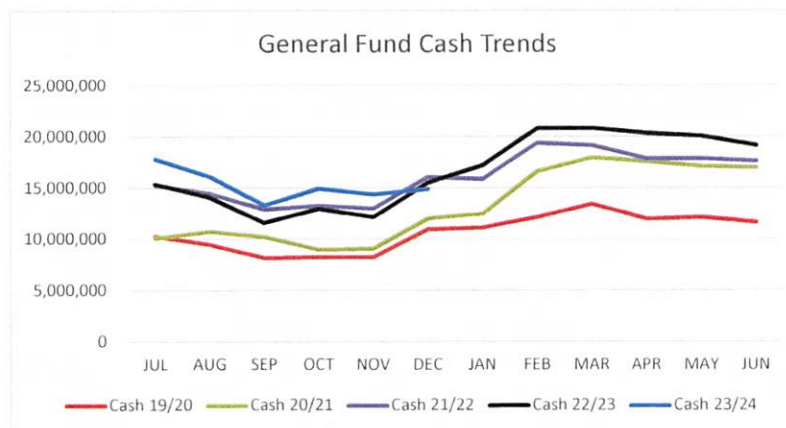
**ANDERSON COUNTY GOVERNMENT
CASH AND FUND BALANCE REPORT
December 31, 2023**

FUND	DESCRIPTION	NON- SPENDABLE	RESTRICTED FUNDS	COMMITTED FUNDS	ASSIGNED FUNDS	UNASSIGNED FUND BALANCE	TOTAL FUND BALANCE	CASH
101	General Fund	\$ -	\$ 1,579,710	\$ 1,289,965	\$ 3,709,895	\$ 10,847,955 *	\$ 17,427,525	\$ 14,895,472
115	Library Fund	\$ -	\$ 345,742		\$ -	\$ -	\$ 345,742	\$ 293,301
116	Solid Waste/Sanitation Fund	\$ -	\$ 503,654	\$ -	\$ -	\$ -	\$ 503,654	\$ 410,981
118	Ambulance Fund	\$ -		\$ -	\$ -	\$ 492,982	\$ 492,982	\$ 1,028,166
121	American Rescue Plan							\$ 7,306,953
122	Drug Control Fund	\$ -	\$ 144,973	\$ 8,754	\$ -	\$ -	\$ 153,727	\$ 164,587
127	Channel 95 Fund	\$ -	\$ -	\$ -	\$ 62,928	\$ -	\$ 62,928	\$ 38,288
128	Tourism Fund	\$ -	\$ 365,140	\$ -	\$ 100,000	\$ -	\$ 465,140	\$ 1,097,563
131	Highway Fund	\$ 60,294	\$ 269,737	\$ 2,587,491	\$ -	\$ -	\$ 2,917,522	\$ 4,263,541
141	General Purpose School Fund	\$ -	\$ -	\$ 8,568,414	\$ -	\$ -	\$ 8,568,414	\$ 9,911,223
143	Central Cafeteria	\$ 151,640	\$ 4,302,460	\$ -	\$ -	\$ -	\$ 4,454,100	\$ 3,781,987
151	General Debt Service Fund	\$ -	\$ 846,196	\$ -	\$ -	\$ -	\$ 846,196	\$ 1,122,584
152	Rural Debt Service Fund	\$ -	\$ 728,784	\$ -	\$ -	\$ -	\$ 728,784	\$ 635,517
156	Education Debt Service Fund	\$ -	\$ 153,059	\$ 113,813	\$ -	\$ -	\$ 266,872	\$ 580,178
171	Capital Projects Fund	\$ -	\$ 426,393	\$ -	\$ -	\$ -	\$ 426,393	\$ 529,896
177	Education Capital Projects Fund		\$ 640,012	\$ -	\$ -	\$ -	\$ 640,012	\$ 774,789
263	Employee Benefit Fund	\$ 33,174	\$ -	\$ -	\$ 937,843	\$ -	\$ 971,017	\$ 775,205
		\$ 245,108	\$ 10,305,860	\$ 12,568,437	\$ 4,810,666	\$ 11,340,937	\$ 39,271,008	\$ 47,610,231

* General Unassigned Fund Balance limit of \$6M requiring 2/3 (11) votes for budget amendments.

Cash Trends
November

Cash 19/20	10,955,193
Cash 20/21	12,021,798
Cash 21/22	16,064,200
Cash 22/23	15,520,868
Cash 23/24	14,895,472

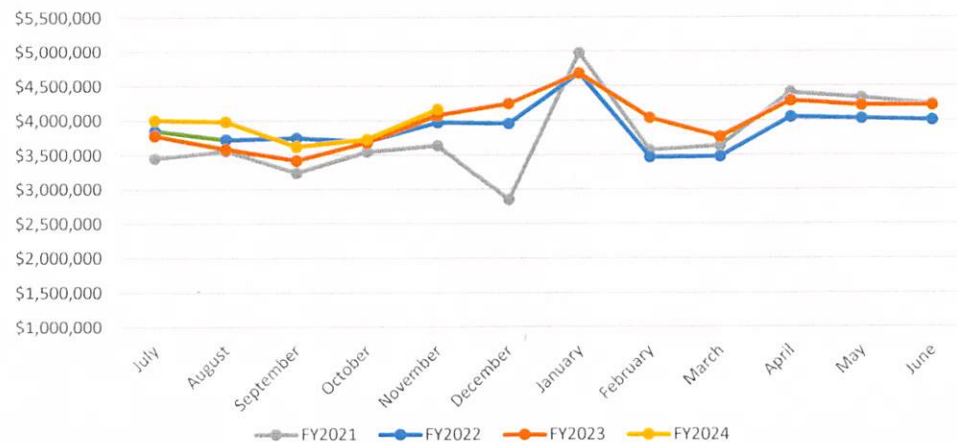


Local Option Sales Tax - Net Breakdown by FY.xlsx

FY2023	Anderson Co.	Clinton	Rocky Top	Norris	Oak Ridge	Oliver Springs	Out of State	Total	+/-
July	\$532,923.44	\$914,841.33	\$96,253.63	\$43,577.47	\$2,036,216.62	\$110,323.96	\$47,738.24	\$3,781,874.69	-2%
August	\$496,008.63	\$881,402.52	\$93,638.47	\$45,773.92	\$1,932,708.18	\$105,733.03	\$31,347.95	\$3,586,612.70	-4%
September	\$477,157.45	\$856,091.74	\$90,408.78	\$43,562.31	\$1,804,819.40	\$98,786.60	\$52,878.85	\$3,423,705.13	-9%
October	\$473,724.70	\$873,285.57	\$90,968.90	\$42,759.97	\$2,054,259.98	\$111,437.89	\$37,122.94	\$3,683,559.95	0%
November	\$496,087.49	\$875,444.28	\$85,734.94	\$40,023.47	\$2,435,489.42	\$105,640.46	\$43,317.82	\$4,081,737.88	3%
December	\$536,129.62	\$891,690.20	\$92,730.44	\$44,750.97	\$2,514,347.33	\$113,591.36	\$55,791.44	\$4,249,031.36	7%
January	\$577,363.93	\$983,474.85	\$99,823.93	\$54,597.61	\$2,810,404.98	\$123,084.63	\$38,047.80	\$4,686,797.73	0%
February	\$451,005.03	\$792,205.54	\$90,544.60	\$40,952.34	\$2,492,887.42	\$112,060.65	\$58,937.22	\$4,038,592.80	16%
March	\$402,603.65	\$792,031.08	\$83,998.72	\$34,415.13	\$2,308,537.21	\$98,026.17	\$47,708.20	\$3,767,320.16	8%
April	\$542,319.00	\$941,144.56	\$99,034.54	\$45,470.06	\$2,498,001.90	\$127,078.86	\$37,123.00	\$4,290,171.92	6%
May	\$479,277.10	\$931,927.26	\$95,701.25	\$41,952.63	\$2,519,300.61	\$109,875.40	\$43,269.20	\$4,221,303.45	5%
June	\$510,889.49	\$946,295.97	\$97,499.57	\$53,532.00	\$2,440,604.57	\$127,490.31	\$48,233.08	\$4,224,544.99	5%
Totals:	\$5,975,489.53	\$10,679,834.90	\$1,116,337.77	\$531,367.88	\$27,847,577.62	\$1,343,129.32	\$541,515.74	\$48,035,252.76	3%
FY2024	Anderson Co.	Clinton	Rocky Top	Norris	Oak Ridge	Oliver Springs	Out of State	Total	+/-
July	\$499,637.60	\$935,432.32	\$102,159.70	\$46,607.31	\$2,247,025.24	\$118,499.10	\$59,819.45	\$4,009,180.72	6.0%
August	\$500,254.95	\$926,747.98	\$98,402.33	\$43,576.87	\$2,251,218.53	\$113,524.76	\$54,814.98	\$3,988,540.40	11.2%
September	\$498,267.57	\$829,693.94	\$94,982.26	\$44,472.85	\$1,967,736.93	\$123,433.87	\$66,142.24	\$3,624,729.66	5.9%
October	\$396,910.18	\$835,882.72	\$97,479.82	\$42,433.32	\$2,204,981.13	\$119,806.40	\$38,657.92	\$3,736,151.49	1.4%
November	\$571,075.78	\$904,200.44	\$99,587.51	\$49,072.97	\$2,386,633.93	\$124,162.50	\$34,294.14	\$4,169,027.27	2.1%
December									
January									
February									
March									
April									
May									
June									
Totals:	\$2,466,146.08	\$4,431,957.40	\$492,611.62	\$226,163.32	\$11,057,595.76	\$599,426.63	\$253,728.73	\$19,527,629.54	

15%

Local Option Sales Tax - Total Net Collections



ARPA PROJECTS

① L6 M in Rev loss / Finally everything made
 ② -6,322.79 attributed to some projects
 will have no less than completed

ARPA Funding Eligibility Category		REVENUE LOSS	OTHER ELIGIBILITIES	TOTAL			
Total ARPA Allocation		\$ 10,000,000.00	\$ 4,952,074.00	\$ 14,952,074.00			
-Less Budgeted To-Date		\$ (8,400,937.14)	\$ (4,958,396.79)	\$ (13,359,333.93)			
Remaining Allocation		\$ 1,599,062.86	\$ (6,322.79)	\$ 1,592,740.07			
Project Name		BUDGETED	EXPENDED TO-DATE	BUDGETED BUT NOT EXPENDED	PROJECT STATUS	REVENUE LOSS	Date Approved by Commission
1	Employee Retention Payments -Exempt	\$ 85,013.68	\$ 85,013.68	\$ -	Complete	YES	4/18/2022
2	Employee Retention Payments -Non-Exempt	\$ 614,826.78	\$ 614,826.78	\$ -	Complete	NO	4/18/2022
3.1	TN Emergency Broadband Fund Grants -MF Highland	\$ 11,636.84	\$ 11,636.84	\$ -	Complete	YES	2/22/2022
5	EMS Budget Fund Balance Adjustment (Worker Comp/Building/Contents/MotorPool)	\$ 280,000.00	\$ 280,000.00	\$ -	Complete	YES	8/15/2022
6	Whole Body Scanner for Jail	\$ 135,000.00	\$ 135,000.00	\$ -	Complete	YES	12/20/2021
7	County Paving Projects	\$ 766,991.63	\$ 766,991.63	\$ -	Complete	YES	8/15/2022
12	A/V Technology for Room 118A	\$ 15,182.53	\$ 15,182.53	\$ -	Complete	YES	5/16/2022
18	Family Justice Center -Building Purchase	\$ 175,000.00	\$ 175,000.00	\$ -	Complete	YES	8/15/2022
19	EMS Stretchers (12)	\$ 398,409.00	\$ 398,409.00	\$ -	Complete	YES	11/21/2022
21	Oak Ridge Fire Dept. Training Center	\$ 273,500.00	\$ 273,500.00	\$ -	Complete	YES	8/15/2022
22	Other County Capital Outlay Requests (e.g., \$10k Judges)	\$ 9,334.76	\$ 9,334.76	\$ -	Complete	YES	8/15/2022
23	Repair Chimes	\$ 18,635.00	\$ 18,635.00	\$ -	Complete	YES	1/17/2023
24	A/V Technology for Room 312	\$ 13,994.24	\$ 13,994.24	\$ -	Complete	YES	3/20/2023
26	EMS Budget Fund Balance Adjustment (FY24)	\$ 516,000.00	\$ 516,000.00	\$ -	Complete	YES	6/19/2023
30	Claxton Area Repeater	\$ 13,475.23	\$ 13,475.23	\$ -	Complete	YES	8/21/2023
3	TN Emergency Broadband Fund Grants -MF Comcast	\$ 250,000.00	\$ -	\$ 250,000.00	In Progress	NO	2/22/2022
4	GIS Digitized Stormwater System And Outfall Map	\$ 103,060.00	\$ 63,060.00	\$ 40,000.00	In Progress	YES	11/21/2022
7.1	County Paving Projects - New Eligibility	\$ 1,485,844.01	\$ 1,364,891.58	\$ 120,952.43	In Progress	NO	8/15/2022
8	County-wide Assessment for Water & Sewer Planning	\$ 92,000.00	\$ 50,715.50	\$ 41,284.50	In Progress	YES	3/10/2022
9	Claxton Sewerline Study	\$ 30,000.00	\$ 21,000.00	\$ 9,000.00	In Progress	YES	8/15/2022
10	Witness Room/Archives Relocation	\$ 1,019,170.85	\$ 736,017.85	\$ 283,153.00	In Progress	YES	8/15/2022
11	Senior Center Kitchen Improvements	\$ 664,700.00	\$ 299,195.84	\$ 365,504.16	In Progress	YES	5/16/2022
13	IT Infrastructure Needs (e.g., Multi-Factor Authentication)	\$ 150,000.00	\$ 61,534.46	\$ 88,465.54	In Progress	YES	8/15/2022
14	EMS Ambulances for 2 years	\$ 1,357,726.00	\$ 500,511.66	\$ 857,214.34	In Progress	NO	8/15/2022
15	Other Vehicles on Capital Requests	\$ 225,000.00	\$ 145,948.00	\$ 79,052.00	In Progress	YES	8/15/2022
16	Sheriff's Vehicles for 2 Years	\$ 900,000.00	\$ 631,455.30	\$ 268,544.70	In Progress	YES	8/15/2022
20	CDBG Waterline Project (Buchanan Ln, Judson Rd, Savage Garden)	\$ 450,000.00	\$ -	\$ 450,000.00	In Progress	YES	8/15/2022
27	TDEC ARP Water Infrastructure Investment Plan (WIIP)	\$ 379,514.92	\$ -	\$ 379,514.92	In Progress	YES	6/19/2023
28	Fire Department/Rescue Squad Equipment	\$ 550,000.00	\$ 547,389.00	\$ 2,611.00	In Progress	YES	8/21/2023
17	Digital Poll Books -Election Office	\$ 100,000.00	\$ -	\$ 100,000.00	Pending	YES	8/15/2022
25	Jail Medical Services	\$ 250,000.00	\$ -	\$ 250,000.00	Pending	YES	5/15/2023
29	EMS AED's	\$ 275,318.46	\$ -	\$ 275,318.46	Pending	YES	8/21/2023
31	Dental Clinic Redesign/Relocation/Bldg Improvements	\$ 500,000.00	\$ -	\$ 500,000.00	Pending	YES	9/18/2023
32	County-wide Emergency Communications System	\$ 1,250,000.00	\$ -	\$ 1,250,000.00	Pending	NO	12/18/2023
		\$ 13,359,333.93	\$ 7,748,718.88	\$ 5,610,615.05			

*142,677.50 roll back

2 new grants

2023-2024 Grant Inventory for Anderson County Government

Department	Description	Amount of Grant	Amnt of matching funds	Grant begin date	Grant end Date	Fed thru State	State	Grantor	Indirect Cost Recovery
Anderson County Drug Court	TN Certified Recovery Court (TCRCP)	100,000.00	-	7/1/2023	6/30/2024		\$ 100,000	TDMHSAS	\$ 8,260
District Attorney's Office	Victim's Coordinator Grant (VOCA)	130,000.00	-	7/1/2023	6/30/2024	\$ 130,000		OCJP/VOCA	
District Attorney's Office	Family Justice Center	200,000.00		7/1/2023	6/30/2024	\$ 200,000	-	OCJP/VOCA	\$ 3,685
Emergency Management	Homeland Security Grant 2020	25,000.00	-	9/1/2020	4/30/2023	\$ 25,000		TEMA/DHS	
Emergency Management	EMA ARPA	50,000.00		10/1/2020	9/30/2023	\$ 50,000		TEMA	
Emergency Management	Emergency Management EMPG 2024	37,080.04		10/1/2021	9/30/2023	\$ 37,080		TEMA	
Emergency Management	Homeland Security Grant 2023	25,000.00	-	9/1/2022	4/30/2025	\$ 25,000		TEMA/DHS	
Health Department	Reimburse County for Contract employees Salaries, Benefits, Travel	605,600.00	-	7/1/2023	6/30/2024	\$ 160,894	\$ 444,706	TDH/ MULTIPLE	
Health Department	Health Department Renovation	349,000.00	116,400.00	1/13/2023	6/30/2026		\$ 349,000	TDH	
Health Department	Immunization Funding	227,000.00		7/1/2023	6/30/2024	\$ 227,000		TDH	
Health Department	Safety Net Grant for Dental Extractions Adults	4,000,000.00		7/1/2023	6/30/2024		\$ 4,000,000	TDH	
Juvenile Court	Safe Baby Court Grant	250,000.00	-	7/1/2022	6/30/2023		\$ 100,000	TDMHSAS/ DCS	
Mayors Office	TDOT Oliver Springs 1 of 2	942,020.00	216,580.00				\$ 942,020	TDOT	
Mayors Office	TDOT Oliver Springs 2 of 2	711,396.36	177,848.64			\$ 711,396		TDOT	
Mayors Office	TDOT Old State Circle Bridge	950,900.00				\$ 950,900		TDOT	
Mayors Office	Animal Friendly - Spay/Neuter	1,200.00		7/3/2023	5/31/2024		\$ 1,200	TDA	
Mayor's Office	CDBG Waterlines	523,207.00	107,163.00	10/15/2020	10/14/2024	\$ 523,207	-	TDEC/CDBG	
Mayors Office/ACWA	Water Infrastructure Investment Plan (WIIP)	3,795,149.22	379,514.92	3/3/2021	9/30/2026	\$ 3,795,149	\$ -	TDEC	
Mayor's Office/Gen Sessions	Alternate Electronic Monitoring	13,430.00	13,430.00	10/1/2023	6/30/2024		\$ 13,430	OCJP	
Mayor's Office/Office on Aging	TCAD - Senior Center Maintenance	8,000.00	-	7/1/2022	9/30/2023		\$ 8,000	TCAD	
Mayor's Office/Office on Aging	COVID: ETHRA/CARES Act -Office on Aging	126,904.00	-	7/1/2022	06/30/2023	\$ 111,823	\$ 15,081	ETHRA/ TCAD	
Mayor's Office/Office on Aging	Office on Aging and Senior Center	66,741.00		7/1/2023	6/30/2024	\$ 52,015	\$ 14,726	ETHRA/ETAAAD	
Mayors Office/Solid Waste	Litter Grant (Pick-Up & Prevention Education)	52,100.00	-	7/1/2023	6/30/2024		\$ 52,100	TDOT	
Sessions Judges	STOP, DV Court	201,000.00		7/1/2023	6/30/2026	\$ 201,000		OCJP	
Sheriff's Department	Governor's Highway Safety Grant	22,000.00	-	10/1/2023	9/30/2024	\$ 22,000	-	TDSHS/ NHSTA	
Sheriff's Department	Violent Crime Intervention Grant	210,000.00	-	3/15/2023	6/30/2024		\$ 210,000	OCJP	
Sheriff's Department	Evidenced Based Programming (EBP)	295,707.00		5/15/2023	6/30/2025		\$ 295,707	OCJP	
Sheriff's Department	VCIF Collaborative	1,885,000.00		8/1/2023	6/30/2025	\$ 1,885,000		OCJP	\$ 16,900
Sheriff's Department	SRO Grant	1,275,000.00		7/1/2023	6/30/2024	\$ 1,275,000		TDHS	
Sheriff's Department	Mental Health Transport	227,743.00	-	7/1/2023	6/30/2024		\$ 227,743	OCJP	
Tourism	Tourism ARPA	163,357.25		12/1/2021	11/30/2026	\$ 163,357		TDTD	
Tourism	Tourism Marketing Grant	30,000.00	30,000.00	7/1/2023	6/30/2024		\$ 30,000	TDTD	
Tourism	Tourism Enhancement Grant	100,000.00	30,000.00	7/1/2023	6/30/2025	\$ -	\$ 100,000	TDTD	
Circuit/Criminal Court	Court Security Grant 2023	77,500.00	-	12/6/2023	6/7/2024		\$ 77,500	TNAoC	
Mayors Office	CDBG Food Insecurity	194,000.00	-	12/15/2023	3/31/2026	\$ 194,000		CDBG	
								Total	
				Current Year Grants		\$ 7,579,822	\$10,141,213	\$ 17,721,035	\$ 28,845
				Prior Year Grants		\$ 3,659,654	\$ 6,369,217	\$ 10,028,871	

BUDGET COMMITTEE MINUTES

JANUARY 4, 2024

Members Present:

Michael Foster, Commissioner–Chairman
Aaron Wells, Commissioner
Bob Smallridge, Commissioner
Jerry White, Commissioner
Sabra Beauchamp, Commissioner
Shain Vowell, Commissioner
Shelly Vandagriff, Commissioner
Tyler Mayes, Commissioner

Meeting Facilitator: Robby Holbrook, Finance Director

TRANSFERS (Approved through Consent Agenda)

THE 1st ITEM, to be presented to the Anderson County Budget Committee, was a written request from Art Miller, Dental Clinic, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-55160-399	Other Contracted Services	\$1,000.00
---------------	---------------------------	------------

Decrease Expenditure Code:

101-55160-735	Health Equipment	\$1,000.00
---------------	------------------	------------

Justification: Shred 102 boxes of old records that are no longer required to be kept. Only will keep 7 years back on dental records.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Sabra Beauchamp, and passed to approve the transfer request.

THE 2nd ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Maintenance, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Codes:

101-51730-307-OTBLD	Communications	\$800.00
101-51730-355-OTBLD	Maintenance & Repair Building	8,340.00
101-51730-336- OTBLD	Maintenance & Repair-Equipment	1,550.00
101-51730-499- OTBLD	Other Supplies & Materials	2,000.00
101-51730-709- OTBLD	Data Processing	<u>750.00</u>
		\$13,440.00

Decrease Expenditure Code:

101-51730-207	Medical Insurance	\$13,440.00
---------------	-------------------	-------------

Justification: This request is to transfer funds to authorize purchase of a phone and computer for new maintenance personnel hire. This personnel provides services for other county buildings (EMS HQ and stations, Sr. Center, EMA, Animal Shelter, Health Dept., and Solid Waste). This request also transfers some funds for other supplies and materials, as well as maintenance and repair equipment, as well as funds for use as maintenance and repair.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, and passed to approve the transfer request.

APPROPRIATIONS REQUIRING FULL COMMISSION APPROVAL

THE 3rd ITEM, to be presented to the Anderson County Budget Committee, was a written request from Gary Long, Highway Department, that the following **APPROPRIATION** in Highway Fund 131 be approved.

Increase Expenditure Code:

131-61000-599	Other Charges	\$500.00
---------------	---------------	----------

Decrease Reserve Code:

131-34550	Restricted For Hwy	\$500.00
-----------	--------------------	----------

Justification: Miscellaneous items for administration Hwy code.

Motion by Commissioner Shelly Vandagriff, seconded by Commissioner Aaron Wells, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 4th ITEM, to be presented to the Anderson County Budget Committee, was a written request from John Vickery, Fleet Services, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Codes:

101-54900-399	Other Contracted Services	\$6,000.00
101-54900-353	Tow in Services	2,000.00
101-54900-453	Vehicle Parts	<u>7,000.00</u>
		\$15,000.00

Increase Revenue Code:

101-48140-FLEET	Revenue	\$15,000.00
-----------------	---------	-------------

Justification: Replacement of funds used in these line items. Per Auditor we can no longer do reimbursements from other departments, revenue code is more transparent.

Motion by Commissioner Shain Vowell, seconded by Commissioner Bob Smallridge, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 5th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Brice Kidwell, EMA, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Codes:

101-51800-434	Powell Clinch Utility District	\$2,000.00
101-54410-338	Maintenance & Repair Vehicles	<u>1,856.77</u>
		\$3,856.77

Decrease Expenditure Code:

101-54410-524	Staff Development	\$2,000.00
---------------	-------------------	------------

Increase Revenue Code:

101-49700	Insurance Recovery	<u>1,856.77</u>
		\$3,586.77

Justification: Natural gas being installed at the EMA Hanger where some of our emergency response vehicles and equipment are housed. Repairs to EMA vehicle. We received insurance recovery revenue on 12/8/23.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Tyler Mayes, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 6th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Reserve Code:

101-39000	Unassigned Fund Balance	\$413,293.00
-----------	-------------------------	--------------

(Amendment will be from 101-34785 Assigned for Capital Projects and a JE will replenish the reserve for 39000)

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$413,293.00
-----------	-------------------------	--------------

Justification: Commission approved a motion on December 20, 2021 to annually dedicate 20% of the General Fund rollover at the end of the year for capital needs. Rollover this fiscal year was \$2,066,467. New balance in 101-34785 will be \$4,020,221.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Aaron Wells, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 7th ITEM, to be presented to the Anderson County Budget Committee, was a written request from John Prince, Finance/Grant Criminal Court, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-46980-CSEC1	Administrative Offices of the Courts-Court Security Grant FY24	\$77,500.00
-----------------	--	-------------

Increase Expenditure Code:

101-53200-799-CSEC1	Court Security Grant FY24-Other Capital Outlay	\$77,500.00
---------------------	--	-------------

Justification: To allocate FY24 Court Security Grant funds from the Administrative Office of Courts (AOC) to enhance court security.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Bob Smallridge, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 8th ITEM, to be presented to the Anderson County Budget Committee, was a written request from John Prince, Finance/Grant Sheriff's Office, that the following **TRANSFER (Payroll)** in General Fund 101 be approved.

Decrease Expenditure Code:

101-54110-187-VCIF2	VCIF Collaborative FY24-Overtime Pay	\$20,000.00
---------------------	--------------------------------------	-------------

Increase Expenditure Code:

101-54110-309-VCIF2	VCIF Collaborative FY24-Contracts w/ Other Gov Agencies-Overtime	\$20,000.00
---------------------	--	-------------

Justification: To transfer FY24 Violent Crime Intervention Fund Collaborative Grant funds from the Overtime Pay line item to Contracts with other Government Agencies line item in order to pay overtime to cities for officer hours worked in collaboration with this grant.

Motion by Commissioner Tyler Mayes, seconded by Commissioner Sabra Beauchamp, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 9th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Mayor's Office, that the following **APPROPRIATION** in Tourism Fund 128 be approved.

Increase Revenue Code:

128-49600	Proceeds From Sale of Capital	\$125,000.00
-----------	-------------------------------	--------------

Increase Expenditure Code:

128-58110-316-SC85M	Tourism-Contributions-Scarboro 85 Monument	\$125,000.00
---------------------	--	--------------

Justification: On 12/18/23, Commission voted to commit \$125,000 in funding from the Tourism Department for the Scarboro 85 Memorial project. Pursuant to T.C.A. 5-9-109, Director Holbrook published in a paper of general circulation the notice of intent to make appropriation to the Scarboro 85 Memorial Project in the amount of \$125,000 at the Jan. 16th, 2023 Commission Meeting, for purpose of construction of the monument. This amendment authorizes funds originating from a capital sale in Tourism, into an appropriation code for capital construction of a monument that will generate visitors to our County.

Motion by Commissioner Aaron Wells, seconded by Commissioner Tyler Mayes, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 10th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Jeff Cole, County Clerk, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$4,000.00
-----------	-------------------------	------------

(Amendment will be from 101-34515 Restricted Clerk Title Fees and a JE will replenish the reserve for 39000)

Increase Expenditure Code:

101-52500-709	Data Processing Equipment	\$4,000.00
---------------	---------------------------	------------

Justification: Replace a broken computer and two scanners.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Shelly Vandagriff, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 11th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Brice Kidwell, EMA, that the following **TRANSFER (Payroll)** in General Fund 101 be approved.

Increase Expenditure Code:

101-54410-169	Part-Time	\$7,000.00
---------------	-----------	------------

Decrease Expenditure Code:

101-54410-499-EMPG	Other Supplies & Materials	\$7,000.00
--------------------	----------------------------	------------

Justification: To have available funds through the end of the Fiscal year.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Tyler Mayes, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 12th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Annette Prewitt, County Commission, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-51100-332	Legal Notices	\$2,000.00
---------------	---------------	------------

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$2,000.00
-----------	-------------------------	------------

Justification: To pay for Legal Notice Publications.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Shain Vowell, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 13th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Harold Cousins, Clerk & Master, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-53400-399	Chancery Court Other Contracted Services	\$1,500.00
---------------	--	------------

Decrease Expenditure Code:

101-53400-499	Chancery Court-Bound Books	\$1,500.00
---------------	----------------------------	------------

Justification: Not enough in fund for purchase of 1 year cyber protection for server in Clerk & Master's Office.

Motion by Commissioner Sabra Beauchamp, seconded by Commissioner Aaron Wells, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

SECTION A, Project Updates/Mayor Frank

Mayor Terry Frank presented updates on the Radio Inter-Operability, Court House Security, and Senior Center Renovation projects.

No action taken.

SECTION B, IT Purchase Proposal/Brian Young

Item removed from agenda.

SECTION C, New Business

Motion by Commissioner Smallridge, second by Commissioner Beauchamp, and passed to add four budget amendment requests and one request from EMS Director Nathan Sweet to apply for the TNRMT Safety Grant Program in the amount of \$18,590, to the agenda.

The four budget amendment requests are reflected as the “10th item”, the “11th item”, the “12th item”, and the “13 item” above.

SECTION D, Old Business

None.

Meeting Adjourned.



Robby Holbrook, Finance Director

Anderson County, Tennessee

Board of Commissioners

RESOLUTION NO. 24-01-1152

RESOLUTION TO APPROPRIATE COUNTY FUNDS FOR SUPPORT OF THE SCARBORO 85 MONUMENT PROJECT

WHEREAS, Section 5-9-109, Tennessee Code Annotated, authorizes the Board of Commissioners of Anderson County to make appropriations to various non-profit charitable and civic organizations; and

WHEREAS, the Board of Commissioners of Anderson County recognizes the historic importance and cultural significance of the county's role in the advancement of civil rights; and

WHEREAS, the Scarboro 85 Monument Project commemorates and celebrates the Scarboro 85 and the other important figures without whom the desegregation of Oak Ridge schools wouldn't have happened; and

WHEREAS, the Board of Commissioners of Anderson County believes the Scarboro 85 Monument Project greatly benefits the residents of Anderson County, and additionally, will bring visitors to Anderson County; and

WHEREAS, the United Way of Anderson County is the administrative and fiscal agent on the behalf of the Scarboro 85 Monument Committee for the construction of the Scarboro 85 Monument.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Anderson County, Tennessee, on this 16th day of January, 2024, that the Board of Commissioners of Anderson County hereby authorizes the appropriation of \$125,000.00 in funds for the advancement of the Scarboro 85 Monument Project.

BE IT FURTHER RESOLVED that this appropriation is subject to the following conditions:

1. That organizations to which funds are hereby appropriated shall file with the County Clerk and the disbursing official a copy of an annual report of its business affairs and transactions and the proposed use of the County's funds in accordance with rules promulgated by the Comptroller of the Treasury, Chapter 0380-2-7. Such annual report shall be prepared and certified by the Chief Financial Officer of such non-profit organization in accordance with Section 5-9-109(c), Tennessee Code Annotated.
2. That said funds must only be used by the named organizations in furtherance of their non-profit charitable or civic purpose benefitting the general welfare of the residents of Anderson County.
3. That it is the expressed interest of the Anderson County Board of Commissioners that provision of these funds to the above named organization(s) be fully in compliance with Chapter 0380-2-7 of the Rules of the Comptroller of the Treasury, and Section 5-9-109 of Tennessee Code Annotated and any and all other laws which may apply to county appropriations to non-profit organizations; and so this appropriation is made subject to compliance with any and all of these laws and regulations.
4. That should the Scarboro 85 Monument Project not come to fruition, any and all funding provided as a result of this resolution shall be returned to Anderson County Government.

BE IT FURTHER RESOLVED that this resolution shall take effect from and after its passage and its provisions shall remain in effect until amended or rescinded. This resolution shall be spread upon the minutes of the Board of County Commissioners for Anderson County, Tennessee.

RESOLVED, DULY PASSED, AND EFFECTIVE this 16th day of January, 2024.

H. Tyler Mayes, Chairman

Terry Frank, County Mayor

ATTEST: _____

Jeff Cole, County Clerk

above described property is believed to be **103 Butternut Drive, Norris, TN 37828**, but such address is not part of the legal description of the property sold herein and in the event of any discrepancy, the legal description referenced herein shall control. SALE IS SUBJECT TO OCCUPANT(S) RIGHTS IN POSSESSION. THE RIGHT IS RESERVED TO ADJOURN THE DAY OF THE SALE TO ANOTHER DAY, TIME AND PLACE CERTAIN WITHOUT FURTHER PUBLICATION, UPON ANNOUNCEMENT AT THE TIME AND PLACE FOR THE SALE SET FORTH ABOVE. THE TERMS OF SALE ARE CASH. ANY TAXES OR FEES WILL BE THE RESPONSIBILITY OF THE PURCHASER. IF THE SALE IS SET ASIDE FOR ANY REASON, THE PURCHASER AT THE SALE SHALL BE ENTITLED ONLY TO A RETURN OF THE PURCHASE PRICE. THE PURCHASER SHALL HAVE NO FURTHER RECOURSE AGAINST THE GRANTOR, THE GRANTEE, OR THE TRUSTEE. OTHER INTERESTED PARTIES: NATIONSTAR MORTGAGE. THIS IS AN ATTEMPT TO COLLECT A DEBT AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE. If applicable, the notice requirements of T.C.A. 35-5-101 have been met. All right of equity of redemption, statutory and otherwise, and homestead are expressly waived in said Deed of Trust, but the undersigned will sell and convey only as Substitute Trustee. If the U.S. Department of Treasury/IRS, the State of Tennessee Department of Revenue, or the State of Tennessee Department of Labor or Workforce Development are listed as Interested Parties in the advertisement, then the Notice of this foreclosure is being given to them and the Sale will be subject to the applicable governmental entities' right to redeem the property as required by 26 U.S.C. 7425 and T.C.A. §67-1-1433. This property is being sold with the express reservation that the sale is subject to confirmation by the lender or trustee. If the sale is set aside for any reason, the

further recourse against the Mortgagor, the Mortgagee or the Mortgagee's attorney. MWZM File No. 23-000193-850-1
Mackie Wolf Zientz & Mann, P.C., Substitute Trustee(s)
Cool Springs Commons,
Suite 273
7100 Commerce Way
Brentwood, TN 37027
TN INVESTORS PAGE:
HTTP://MWZMLAW.COM/
TN_INVESTORS.PHP
1213-18-3

IN THE SEVENTH JUDICIAL DISTRICT FOR THE STATE OF TENNESSEE

CHANCERY DIVISION AT
CLINTON, TENNESSEE

Case No. 22CH4305
Merlon Fred Sylvester III
Whereabouts Unknown
Last Known Address:
614 Cuzin Raye Lane
Clinton, TN 37716
Tinna Sylvester
Petitioner
Vs.

Merlon Fred Sylvester III
Respondent

NOTICE OF SERVICE BY PUBLICATION

It appears from the pleadings filed in this cause that Merlon Fred Sylvester III whereabouts are unknown. In compliance with the provisions of T.C.A. 21-1-204 and the Order of Publication of this court entered December 5, 2023, service of process will be made by publication. Merlon Fred Sylvester III IS THEREFORE, HEREBY REQUIRED TO APPEAR ON OR BEFORE THIRTY (30) DAYS AFTER THE LAST DATE OF PUBLICATION before the Clerk and Master of Chancery Court, located at 100 N. Main Street, Suite 308, Clinton, Tennessee 37716 and make defense to the complaint filed in the foregoing case styled above. Otherwise, said complaint will be taken for confessed, and a Judgment by Default entered. Merlon Fred Sylvester III is required to file responsive pleadings with the court and Petitioner's Attorney, Sal W. Varsalona, P.O. Box 398, Clinton, TN 37717. It is further ordered that this Notice be published in The Courier News for four consecutive weeks. This December 6, 2023. Harold P. Cousins Jr. Clerk and Master

NOTICE OF SERVICE OF PROCESS BY PUBLICATION STATE OF NORTH CAROLINA COLUMBUS COUNTY IN THE GENERAL COURT OF JUSTICE DISTRICT COURT DIVISION 23 CVD 1109

FOR: PERMANENT CUSTODY & MOTION FOR EXPARTE CUSTODY: SAVANNA MAYLYNN BARKER
BY: Angela Barker
TO: JOHN DOE, Defendant Two.

TAKE NOTICE that a Complaint for Child Custody and Motion for Ex-parte Custody was filed by Angela Barker on the 9th of November 2023, with the Clerk of Superior Court for Columbus County, Whiteville, NC, in the above-entitled civil action. The Complaint relates to a female child conceived in Anderson County, Tennessee, around MAY 2019, and born two months prematurely, on December 17, 2019, at the University of Tennessee Medical Center in Knoxville, Knox County, Tennessee. The birth mother's name is Sabrina Joy Barker.

TAKE NOTICE that you are required to make defense to such pleading no later than forty (40) days after the date of the first publication of this notice, exclusive of such date. Upon your failure to do so, the Plaintiff will apply to the Court for relief sought in the complaint.

This the 6th day of December, 2023.

Santana S. Miller
Law Office of Santana S. Miller, PLLC
Attorney for Plaintiff
NC Bar #44621
101 Courthouse Square
Whiteville, NC 28472
Ph: 910.655.4101 Fax: 910.655.4103

1213-28-3

NOTICE TO CREDITORS

As required by TCA 30-2-306 Case Number 1CH1-2023-PB-287
Estate of Robert Frasier Mitchell, Deceased
Notice is hereby given that on December 1 of 2023 Letters Testamentary (or of Admin-

to the undersigned by the Anderson County Chancery Court of Anderson County, Tennessee. All persons, resident and non-resident, having claims, matured or unmatured, against the estate are required to file the same with the Clerk of the above-named Court on or before the earlier of the dates prescribed in (1) or (2) otherwise their claims will be forever barred: (1)(A) Four (4) months from the date of the first publication (or posting, as the case may be) of this notice if the creditor received an actual copy of this notice to creditors at least sixty (60) days before date that is four (4) months from the date of the first publication (or posting); or (B) Sixty (60) days from the date the creditor received an actual copy of the notice to creditors, if the creditor received the copy of the notice less than sixty (60) days prior to the date that is four (4) months from the date of the first publication (or posting) as described in (1) (A); or (2) Twelve (12) months from the decedent's date of death.

Date: 12/5/23
Judith Wilson
Executor, Administrator,
Personal Representative
James T. Normand
Attorney
Harold P. Cousins, Jr./
Tammy Hazel
Clerk & Master/
Deputy Clerk

1220-29-2

PUBLIC NOTICE

The Anderson County Opioid Task Force will have a meeting on Thursday January 18, 2024 at 6:30 pm in the Great Room at the Clinton Community Center to continue discussion on the Opioid Settlement Agreement. The public is invited to attend.

1227-31-1

PUBLIC NOTICE

Pursuant to T.C.A. § 5-9-109, the Anderson County legislative body intends to make an appropriation to the Scarborough 85 Memorial Project in the amount of \$125,000 at the January 16th, 2023 County Commission meeting. The purpose of this donation is for the construction of the Scarborough 85 monument.

1227-32-1

9

**Anderson County Board of Commissioners
Purchasing Committee Meeting Minutes
January 8, 2024
4:30 p.m.**

Room 312 of the Courthouse

Members Present: Phil Yager (Committee Chair), Denise Palmer, Aaron Wells and Steve Verran.

Member Absent: Tyler Mayes

Commissioner Palmer made a motion to add the Comcast Contract as item #9 under Section B. Commissioner Wells seconded the motion. Motion passed unanimously.

A. Contracts Approved by Law Director

B. Contracts Pending Law Director Approval

1. **Chris Ayers. EMS. Contract #24-0073** - Agreement to provide EMS employee tuition in the amount of \$2,500 for the AEMT Course with the conditions that the employee passes the course, obtains his AEMT license within four months after course completion and remains employed full-time with EMS for one-year after obtaining license.
2. **Tori Metzger. EMS. Contract #24-0074-Agreement** to provide EMS employee tuition in the amount of \$2,500 for the AEMT Course with the conditions that the employee passes the course, obtains her AEMT license within four months after course completion and remains employed full-time with EMS for one-year after obtaining license.
3. **Amber Dalton. EMS. Contract #24-0075** - Agreement to provide EMS employee tuition in the amount of \$2,500 for the AEMT Course with the conditions that the employee passes the course, obtains her AEMT license within four months after course completion and remains employed full-time with EMS for one-year after obtaining license.
4. **Kevin Lombardo. EMS. Contract #24-0076** - Agreement to provide EMS employee tuition in the amount of \$2,500 for the AEMT Course with the conditions that the employee passes the course, obtains his AEMT license within four months after course completion and remains employed full-time with EMS for one-year after obtaining license.
5. **Chase Anderson. EMS. Contract #24-0077** - Agreement to provide EMS employee tuition in the amount of \$2,500 for the AEMT Course with the conditions that the employee passes the course, obtains his AEMT license within four months after course

completion and remains employed full-time with EMS for one-year after obtaining license.

6. **Enterprise Fleet Management, EMS, Contract #24-0088** – Sixty-month agreement to lease four vehicles (three Expeditions and one F-250). Base Price from State Wide Contract. Interest rate matched lowest interest rate from local banks.
7. **Proactive MD MI, PLLC, Board of Trustees, Contract #24-0090** – Three-year contract with renewal terms for On-Site Clinic. Selection based on competitive Request for Proposals.
8. **Axon Enterprises, Sheriff, Contract #24-0091** – Purchase of fifty-five taser weapons for \$128,600 with four-year warranty agreement for \$2,599 per year. Sole Source Purchase. Public Notice posted on Vendor Registry for ten business days.
9. **Comcast, Trustee and County Clerk, Contract #24-0092** – Twelve-month contract for internet at the new Andersonville Crossing location.

Katherine advised the Committee that items 1 through 6 have received the Law Director's approval since the Agenda was issued.

Commissioner Wells made a motion to approve items 1 through 5 as a group. Commissioner Palmer seconded the motion. Motion passed unanimously.

Commissioner Palmer made a motion to approve item 6. Commissioner Wells seconded the motion. Motion passed unanimously.

Commissioner Wells made a motion to approve item 7. Commissioner Palmer seconded the motion. Motion passed unanimously.

Commissioner Palmer made a motion to approve item 8. Commissioner Wells seconded the motion. Motion passed unanimously.

Commissioner Verran made a motion to approve item 9. Commissioner Wells seconded the motion. Motion passed unanimously.

C. Other Business

Informational Only – Sold Capital Assets

DESCRIPTION	DEPARTMENT	Condition	Starting Bid	Winning Bid
2009 Ford Explorer	EMS	Inoperable, must be towed	\$500	\$1075
2003 Ford E350 Ambulance	EMS	Working, needs battery	\$1000	\$3762.50
2015 Chevy 3500 HD	EMS	Working	\$1000	\$8922.50
2009 Chevy Impala	EMS	Inoperable, must be towed	\$300	\$725.62

D. New Business

**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

MEMORANDUM

TO: Ms. Annette Prewitt, Chief Deputy to the County Commission
CC: County Commission
FROM: N. Jay Yeager
DATE: January 10, 2024
RE: Law Director's Report – January 16, 2024 – County Commission Meeting

Please add the following to the County Commission Agenda under the Law Director's Report.

Please Note – Two Resolutions for the Public Hearing/Consent Portion and NO Action Items under this written report other than items that are under committee reports.

A. Contract Approvals:

1. TN Dept of Economic Development- Mayor's Office
2. Proactive- On Site Health Clinic
3. GCE Change Order- Clerk & Archive Renovation
4. Partner Valuation Advisors- Anderson County Pre School
5. Enterprise Fleet Management (Ford F-250) –EMS
6. Enterprise Fleet Management (Ford Expedition 1 of 3) –EMS
7. Enterprise Fleet Management (Ford Expedition 2 of 3) –EMS
8. Enterprise Fleet Management (Ford Expedition 3 of 3) –EMS
9. Christopher Ayers Tuition)- EMS
10. Chase Anderson (Tuition)- EMS
11. Tori Metzger (Tuition) –EMS
12. Kevin Lombardo (Tuition) –EMS
13. Amber Dalton (Tuition)- EMS
14. Penlink Software- Sheriff's Dept.
15. SMARTDOLLAR (Financial Wellness)- EMS
16. HealthPlan Freedom (Pre-Trip Insurance)- Detention Facility
17. Maston Construction (Masonry)- Clinton High Welding Building
18. BCBST (Vision)- Human Resources

19. BCBST (Medical) –Human Resources

B. Anderson County Zoning Violations:

Newly Filed

1. 120 Grey Dove Lane

Motion for Default Judgment

1. 151 Moccasin Hollow Lane- hearing set for February 12, 2024
2. 303 Frost Bottom Road- hearing set for February 12, 2024
3. 364 Half Moon Road- hearing set for February 12, 2024
4. 115 Whitaker Hollow Road- hearing set for February 16, 2024

Show Cause and Petition for Contempt

1. 215 Jarnigan Chapel Road- hearing set for February 12, 2024

Closed

1. 180 Breeden Lane
2. 669 Old Lake City- has a Final Lien recorded totaling \$5,445.00
3. 108 Squire Lane

C. New Lawsuits

- 1) Gillespie v. AC – Inmate Medical Claim
- 2) Methodist Medical v. AC – Disputed Inmate Medical Invoice

D. Lawsuit Update

Ayers, Betty Jane and David – Re-hearing Denied U.S. Supreme Court

E. OSHA – Summary of Workplace Related Injuries 2023 (attached)

F. Courtesy Resolutions

- 1) Dan Jenkins
- 2) April Meyer

Year 2023

U.S. Department of Labor

Occupational Safety and Health Administration

Form approved OSHA no. 1216-0176

Using the Log, count the individual entries you made for each category. Then write the totals below. **making sure you've added the entries from every page of the log.** If you had no cases, write "0."

Number of Cases

Number of Days

Injury and illness types

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 55 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about this burden estimate or any aspects of this data collection, contact: US Department of Justice, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20510. Do not send the completed forms to the office.

Establishment Information

Your establishment name ANDERSON COUNTY GOVERNMENT
Street 100 N. MAIN STREET SUITE 102
City CLINTON State TENNESSEE Zip 37716
Industry description (e.g., Manufacture of motor truck trailers)
LOCAL GOVERNMENT
Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
OR North American Industrial Classification (NAICS), if known (e.g., 330212)
9 2 1 1 9 0

Employment Information

Annual average number of employees 595
Total hours worked by all employees last year 1,278,835

Sign here
Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.
Donna G. Oakes
County Executive
865-264-6300
Phone
HR DIRECTOR
Title
1-9-2004
Date

Anderson County, Tennessee
Board of Commissioners

RESOLUTION NO. 24-01-1153

**RESOLUTION HONORING CLINTON HIGH SCHOOL PRINCIPAL
DANIEL JENKINS**

WHEREAS, the National Association of Secondary School Principals (NASSP) is an organization that is made up of more than sixteen thousand (16,000) school leaders, thirty thousand (30,000) advisers and more than one million (1,000,000) students involved in leadership programs throughout the United States; and

WHEREAS, each year all fifty (50) states, the District of Columbia, the U.S. Department of State Office of Overseas Schools, and the Department of Defense Education Activity select one middle level or high school principal to represent the state or organization; and

WHEREAS, out of the dozens of nominees for the state of Tennessee, Daniel P Jenkins has been selected as the *2023 Tennessee High School Principal of the Year* representing Clinton High School and the Anderson County School System; and

WHEREAS, Dan is legacy educator, following in the footsteps of his mother and grandmother before. He obtained his undergraduate degree from the University of Tennessee and Masters from Lincoln Memorial University, where he graduated Magna Cum Laude. Dan began his career as a teacher at Clinton High School where he quickly rose to the important positions of Assistant Principal and Athletic Director. In 2015, he was awarded *Tennessee Athletic Director of the Year*. He then became Principal at Norwood Middle School before returning to Clinton High School as Principal; and

WHEREAS, Dan's commitment to education and dedication to the students of Anderson County are exemplary, second only to his dedication as a loving husband and father to his two children. There could be no other choice for this state honor as *2023 Tennessee Principal of the Year*.

NOW, THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners meeting this 16th day of January 2024 that we honor and congratulate Daniel P. Jenkins for his dedicated service to the children of Anderson County.

RESOLVED, DULY PASSED, AND EFFECTIVE this 16th day of January 2024.

H. Tyler Mayes, Chairman

Terry Frank, County Mayor

ATTEST:

Jeff Cole, County Clerk

Anderson County, Tennessee

Board of Commissioners

RESOLUTION NO. 24-01-1154

RESOLUTION HONORING CLINTON MIDDLE SCHOOL PRINCIPAL APRIL MEYERS

WHEREAS, each year the Tennessee Department of Education invites all Tennessee School Districts to submit one principal from each district that they believe personifies what it means to be an outstanding educator and leader for their district. Once all applications have been submitted by the 141 school districts across Tennessee, the Department of Education identifies nine (9) administrators that embody what it means to be an outstanding educator and leader; and

WHEREAS, for the 2023-2024 academic year, Clinton Middle School Principal Mrs. April Meyers was submitted as an applicant for this prestigious award and was made one (1) of the nine (9) administrators across the state. And, furthermore, she was selected to represent the East Tennessee Core Region in the 2023-2024 Principal of the Year Competition; and

WHEREAS, Mrs. Meyers took inspiration from a Louisiana school principal last year and created “No Office November” at Clinton Middle School. She spent the month of November 2023 “rolling around” the hallways and classrooms with her desk-on-wheels that she affectionately named “Cart Simpson.” Mrs. Meyers told local media that the initiative drew smiles and positive comments from students and teachers alike. She said the month-long effort allowed her to build relationships with students and school staff. “It’s a lot easier to talk to an administrator that you have that relationship and they know a little bit about you, and so, I feel like it’s really helped deepen those things and help us get kids to understand that we are here to support you and get you through this ... you’re not in trouble because you made a bad choice,” she told WATE-TV. She said initiatives such as “No Office November” and building student/administrator relationships have helped to improve the discipline referral rates and student academic culture at CMS – just one example of Mrs. Meyers’s excellent educational leadership.

WHEREAS, Mrs. Meyers has been serving the students of Anderson County for twenty-two (22) years. Her passion for education began as a college biology major where she discovered not only her love of learning but of educating others as well. Mrs. Meyers received her Bachelor of Arts Degree from Maryville College, a Master’s Degree in Special Education from Grand Canyon University, and an Education Specialist Degree from the University of Tennessee’s Leadership Academy. These accomplishments have led to an ongoing enriched career in middle school education. Mrs. Meyers has served on numerous committees with the Tennessee Department of Education including as the Tennessee Comprehensive Assessment Program (TCAP) Ambassador for the Eastern Region. She has also served as a board member for the Tennessee Foster and Adoptive Care Association and participates in Leadership Anderson County. However, all of these professional accomplishments pale in comparison to her personal accomplishment as an adoptive parent, along with her husband, Tim, to their five (5) wonderful children; and

WHEREAS, Mrs. Meyers’s passion for the students of Clinton Middle School is exemplary, and her inventive initiatives make it clear why she was chosen to represent the East Tennessee Core Region in the 2023-2024 Principal of the Year Competition.

NOW, THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners, meeting this 16th day of January 2024, that we honor and congratulate Mrs. April Meyers for her dedicated service to the children of Anderson County.

RESOLVED, DULY PASSED, AND EFFECTIVE this 16th day of January, 2024.

H. Tyler Mayes, Chairman

Terry Frank, County Mayor

ATTEST: _____
Jeff Cole, County Clerk

**ANDERSON COUNTY
ROAD COMMITTEE MINUTES**

January 8, 2024

Members Present

Jerry White, Chairman
Michael Foster
Shelly Vandagriff
Tim Isbel

Members Absent

Tyler Mayes

Chairman White called the meeting to order at 5:00 p.m.

Commissioner Foster made motion to re-elected Commissioner White as Chairman of Road Committee.

Commissioner Vandagriff seconded motion.
Motion passed.

Commissioner White made motion to elect Commissioner Vandagriff as Vice Chair of the Road Committee.

Commissioner Isbel seconded motion.
Motion passed.

Commissioner Isbel made a motion to approve the minutes for the February 14, 2022

Commissioner Foster seconded the motion. Motion carried.

Commissioner Isbel made a motion to approve speed limits:

Mountain Vista Road 15mph

High View Lane 15mph

Commissioner Foster seconded motion.
Motion passed.

Commissioner Vandagriff made motion to approve speed limit:

Gray Horse Lane 15mph

Commissioner Isbel seconded.
Motion passed.

No action taken on Ridgeview DR stabilization.

Discussion of Elkins LN was held. All property owners on this County Road were to be notified.

Motion to go to Elkins LN on Tuesday, January 16, 2024 at 4:30 pm for an onsite work shop was made by Commissioner Isbel.

Seconded by Commissioner Foster.
Motion passed.

Commissioner Foster made motion to give the City of Norris Acuff LN.

Commissioner Vandagriff seconded motion.
Motion passed.

There being no further business meeting was adjourned.

1/8/2024

Anderson County Road Committee

PUBLIC HEARING SIGN-IN

Please keep comments under 3 minutes

Make Remarks to the CHAIRMAN ONLY

NAME	ADDRESS	COUNTY	REASON FOR SPEAKING
Terry Frank			140 Elkins Lane issue
Zach Copeland			140 Elkins Lane issue
Katelin Copeland			140 ELKINS LN
Glenis Benzler			Acuff & Lydia Law
Tony Gutchfield			Acuff: Hwy 61
Jay Keger			



OFFICE OF THE SHERIFF
RUSSELL BARKER, SHERIFF
ANDERSON COUNTY, TN

To: Gary Long, Road Superintendent

From: Asst. Chief Kenny Sharp *KS*

Date: October 5, 2023

Ref: Request for Speed Limit

After receiving calls from the residents in the community for the speed limit to be checked and possibly changed the Sheriff's Department has patrolled the roads listed and recommends that the speed limit be set as follows:

Mountain Vista Road 15 mph

High View Lane 15 mph

Thank you for your assistance in this matter.

101 SOUTH MAIN STREET, SUITE 400
CLINTON, TENNESSEE 37716

ADMINISTRATIVE/RECORDS DIVISION
PHONE: 865-457-6258, FAX: 865-264-6286

COMMUNICATIONS
PHONE: 865-457-2414, FAX: 865-457-5395

DETENTION FACILITY
PHONE: 865-457-7100, FAX: 865-457-5009



OFFICE OF THE SHERIFF
RUSSELL BARKER, SHERIFF
ANDERSON COUNTY, TN

To: Gary Long, Road Superintendent

From: Capt. Kenny Sharp *KS*

Date: September 21, 2022

Ref: Request for Speed Limit

After receiving calls from the residents in the community for the speed limit to be checked and possibly changed the Sheriff's Department has patrolled the road listed and recommends that the speed limit be set as follows:

Gray Horse Lane (in Andersonville)

15 mph

Thank you for your assistance in this matter.

101 SOUTH MAIN STREET, SUITE 400
CLINTON, TENNESSEE 37716

ADMINISTRATIVE/RECORDS DIVISION
PHONE: 865-457-6259, FAX: 865-264-6288

COMMUNICATIONS
PHONE: 865-467-2414, FAX: 865-457-5385

DETENTION FACILITY
PHONE: 865-457-7100, FAX: 865-457-6008

Anderson County Board of Commissioners
OPERATIONS COMMITTEE
MINUTES
January 8, 2024
6:00 PM Room 312

Members Present: Tim Isbel, Denise Palmer, Tracy Wandell, Phil Yager, Joshua Anderson, Stephen Verran and McKamey

Members Absent: Allen

Call to Order: Chairman Isbel called the meeting to order.

Commissioner Wandell said the prayer.

Commissioner Anderson led the Pledge of Allegiance.

Commissioner Yager requested to correct item five (5) to resolution number 24-01-1149.
Vice Chairman Palmer requested to add Strategic Planning to Old Business.
Commissioner Verran seconded the motion. Motion passed as amended.
Commissioner Yager amended his motion to resolution number 24-01-1148.

No citizens addressed the committee.

> Commissioner Yager made a motion to approve Resolution No. 24-01-1148 Version 7, To Establish the Anderson County Human Resources Department, Human Resources Advisory Committee, Reporting Structure and the Position of Human Resources Director. Seconded by Commissioner Palmer. Motion passed to forward to full commission for approval.

Commissioner McKamey made a motion to defer Resolution No. 2024-01-1151 To Create the Animal Shelter Oversight Committee to next month. Seconded by Commissioner Yager. Motion passed.

Mayor

Mayor discussed consideration of a proposal to changes in tourism law under T.C.A. §67-4-1402.
No Action Taken.

Anderson County Animal Care & Control Director Damon McKenna gave an update and a status report on animal control.
No Action Taken.

> Commissioner Yager made a motion to approve Resolution No.24-01-1149 To Establish the Anderson County Information Technology Advisory Board, the Office of Information Technology, Information Technology Director and Reporting Structure. Seconded by Commissioner McKamey. Motion passed to forward to full commission for approval.

Commissioner Palmer made a motion to defer Resolution No. 24-01-1150 To Create the Veterans' Service Office to next month. Seconded by Commissioner McKamey. Motion passed.

Commissioner McKamey made a motion to approve the Interlocal Agreement for Library Services. Seconded by Commissioner Wandell. Commissioner Anderson amended the motion to strike the CPI clause and the utilities payment. Motion passed to forward to full commission for approval.

New Business:

None.

Old Business:

Commissioner Palmer made a motion to have another Strategic Planning Workshop in February or March to finish the projects that were started at the first workshop and to fund this thru the Mayor's budget. Seconded by Commissioner Anderson. Motion passed to forward to full commission for approval.

Commissioner Wandell made a motion to put on next month's Operations Agenda to proceed with T.C.A. §6-58-101 for the 20 year growth plan that's required by the state. Seconded by Commissioner McKamey. Motion passed.

Commissioner Wandell made a motion to move forward with a report from the Trustee and Mr. Crye on why the past delinquent taxes from 2014 - 2021 haven't been collected. Seconded by Commissioner Verran. Motion passed to forward to full commission for approval.

Commissioner Wandell made a motion to have a summary submitted to commission on the findings on the last Animal Control Officer minus any private information. Seconded by Commissioner Verran. Motion passed to forward to full commission for approval.

Commissioner Wandell made a motion to approve the letter drafted by the Mayor to Congress as presented. Seconded by Commissioner Palmer. Motion passed to forward to full commission for approval.

Meeting Adjourned

Anderson County, Tennessee
Board of Commissioners

RESOLUTION NO. 24-01-1148

RESOLUTION TO AMEND PREVIOUS RESOLUTION NUMBERS

Original Resolution 200-03-05

First Amended Resolution 16-10-592.

Second Amended Resolution 23-12-1139

A RESOLUTION TO ESTABLISH THE ANDERSON COUNTY HUMAN RESOURCES DEPARTMENT, HUMAN RESOURCES ADVISORY COMMITTEE, REPORTING STRUCTURE AND THE POSITION OF HUMAN RESOURCES DIRECTOR. (Emphasis added temporarily)

WHEREAS, Anderson County Government has a need to establish a centralized department to handle a wide array of human resource issues that develop during the normal course of county government activities; and

WHEREAS, Anderson County desires to create a Human Resources Department and the full-time position of Director of Human Resources to oversee the administration of the Human Resources Department and coordinate personnel related issues system wide; and

WHEREAS, Anderson County recognizes the critical importance of human resources issues that affect the well-being of all county employees; and

WHEREAS, the need exists to have uniform procedures and personnel policies in place for the benefit of county government operations, as a whole; and

WHEREAS, the Human Resources Department requires qualified and competent leadership to approach the increasingly complex administrative requirements needed to address human resources issues, healthcare, insurance, the employee/employer relationship, coordinated risk management and compliance issues; and

WHEREAS, to assist with the creation of the Human Resources Department, and the transition to a centralized and uniform approach to human resources issues, Anderson County wishes to constitute the Human Resources Advisory Committee composed of selected Anderson County Officials:

WHEREAS, Tennessee Code Annotated §5-6-106 states in relevant part as follows:

(c) Except as otherwise provided by general law, or special or private act, the county mayor shall appoint members of county boards and commissions and *county department heads*. Such appointees shall be subject to confirmation by the county legislative body, and in so doing, the legislative body may express its views fully and freely and shall vote for or against confirmation. The legislative body shall not seek or interview such prospective employees prior to their appointment by the county mayor. Such appointment and confirmation are not applicable to employees appointed by other elected county officials. *(Emphasis added)*

WHEREAS, the County Legislative Body desires to create a reporting structure that follows Tennessee Code Annotated §5-6-106 and hereby designates the County Mayor as the day-to-day supervisor of the Director of Human Resources. Such County Mayor shall possess all authorizations, duties, and obligations of supervision, compliance and oversight over the Director of Human Resources.

NOW THEREFORE, BE IT RESOLVED by the Anderson County Legislative Body meeting in regular session this 16th day of January 2024 in Clinton, Tennessee that we amend the original Human Resources Resolution originally passed on March 21, 2005 and previously amended on October 17, 2016 and December 18, 2023 to include the following amendments:

Amendment 1: Amend heading as follows:

Add: A RESOLUTION TO ESTABLISH THE ANDERSON COUNTY HUMAN RESOURCES DEPARTMENT, HUMAN RESOURCES ADVISORY COMMITTEE, REPORTING STRUCTURE AND THE POSITION OF HUMAN RESOURCES DIRECTOR. (Emphasis added temporarily)

Amendment 2: Amend Preface, add two paragraphs reflecting TCA §5-6-106. Amend Preface as follows:

Add: **WHEREAS**, Tennessee Code Annotated §5-6-106 states in relevant part as follows:

(c) Except as otherwise provided by general law, or special or private act, the county mayor shall appoint members of county boards and commissions and *county department heads*. Such appointees shall be subject to confirmation by the county legislative body, and in so doing, the legislative body may express its views fully and freely and shall vote for or against confirmation. The legislative body shall not seek or interview such prospective employees prior to their appointment by the county mayor. Such appointment and confirmation are not applicable to employees appointed by other elected county officials. *(Emphasis added)*

WHEREAS, the County Legislative Body desires to create a reporting structure that follows Tennessee Code Annotated §5-6-106 and hereby designates the County Mayor as the day-to-day supervisor of the Director of Human Resources. Such County Mayor shall possess all authorizations, duties, and obligations of supervision, compliance and oversight over the Director of Human Resources.

Amendment 3: Amend Section II, Paragraph 3, and Human Resources Advisory Committee as follows:

Add: **and report all findings to the County Mayor.**

Add: **in consultation with the County Mayor.**

Add: **The County Mayor shall select and recommend a candidate for final confirmation by the County Commission. (Emphasis Added Temporarily)**

Amendment 4: Amend Section II, Paragraph 3, and Human Resources Advisory Committee as follows:

Add: **The County Mayor shall be the permanent Chair of the Human Resources Advisory Committee unless delegated to another board member by the County Mayor.**

Amendment 5: Amend Section II, Paragraph 4 as follows:

The County Mayor shall appoint an employee, but not a member of the Advisory Committee, to record and maintain the official minutes. (Emphasis Added Temporarily)

Amendment 6: Amend Section III, Paragraph 1, Human Resources Director, as follows:

Add: **The Human Resources Director will be under the day-to-day direction and control of the County Mayor.**

Add: The Human Resources Director shall report to the **County Mayor.**

Add: The **County Mayor**, Human Resources Advisory Committee and the County Commission may request status reports as needed.

Amendment 7: Section V: Termination of the Human Resources Director. Amend as follows:

Add: **The County Mayor, upon due notice to the Advisory Committee,** may terminate the Director of Human Resources at his or her discretion.

BE IT FURTHER RESOLVED that the Amended Resolution shall read in its entirety as follows:

A RESOLUTION TO ESTABLISH THE ANDERSON COUNTY HUMAN RESOURCES DEPARTMENT, HUMAN RESOURCES ADVISORY COMMITTEE, **REPORTING STRUCTURE AND THE POSITION OF HUMAN RESOURCES DIRECTOR. (Emphasis added temporarily)**

WHEREAS, Anderson County Government has a need to establish a centralized department to handle a wide array of human resources issues that develop during the normal course of county government activities; and

WHEREAS, Anderson County desires to create a Human Resources Department and the full-time position of Director of Human Resources to oversee the administration of the Human Resources Department and coordinate personnel related issues system wide; and

WHEREAS, Anderson County recognizes the critical importance of human resources issues that affect the well-being of all county employees; and

WHEREAS, the need exists to have uniform procedures and personnel policies in place for the benefit of county government operations, as a whole; and

WHEREAS, the Human Resources Department requires qualified and competent leadership to approach the increasingly complex administrative requirements needed to address human resources issues, healthcare, insurance, the employee/employer relationship, coordinated risk management and compliance issues; and

WHEREAS, to assist with the creation of the Human Resources Department, and the transition to a centralized and uniform approach to human resources issues, Anderson County wishes to constitute the Human Resources Advisory Committee composed of selected Anderson County Officials:

WHEREAS, Tennessee Code Annotated §5-6-106 states in relevant part as follows:

(c) Except as otherwise provided by general law, or special or private act, the county mayor shall appoint members of county boards and commissions and county department heads. Such appointees shall be subject to confirmation by the county legislative body, and in so doing, the legislative

body may express its views fully and freely and shall vote for or against confirmation. The legislative body shall not seek or interview such prospective employees prior to their appointment by the county mayor. Such appointment and confirmation are not applicable to employees appointed by other elected county officials. *(Emphasis added)*

WHEREAS, the County Legislative Body desires to create a reporting structure that follows Tennessee Code Annotated §5-6-106 and hereby designates the County Mayor as the day-to-day supervisor of the Director of Human Resources. Such County Mayor shall possess all authorizations, duties, and obligations of supervision, compliance and oversight over the Director of Human Resources.

Section I: Human Resources Department. The Anderson County Human Resources Department is hereby established to coordinate and administer system-wide human resources activities for Anderson County Government with the exception of the Anderson County Schools.

Section II: Human Resources Advisory Committee. The Human Resources Advisory Committee is hereby created to assist with the implementation and establishment of the Human Resources Department and the development of its policies and procedures. The Human Resources Director will meet with the Advisory Committee to update and notify the members of recent human resources issues within county government at regular intervals to be determined by the Advisory Committee. The Advisory Committee shall monitor the Human Resources Department and its Director for the purpose of providing assistance when needed, evaluation concerns and monitoring for policy compliance purposes, **and report all findings to the County Mayor.** The Human Resources Advisory Committee will develop the job description and required qualifications for the Human Resources Director, and will develop the selection process for the Human Resources Director's position **in consultation with the County Mayor. The County Mayor shall select and recommend a candidate for final confirmation by the County Commission.** **(Emphasis Added Temporarily)**

The voting members of the Human Resources Advisory Committee are as follows:

- 1) County Mayor,
- 2) County Attorney,
- 3) County Clerk,
- 4) Circuit Court Clerk,
- 5) Finance Director,
- 6) Highway Superintendent,
- 7) Assessor of Property,
- 8) Register of Deeds,
- 9) Sheriff,
- 10) Trustee,
- 11) Clerk and Master,

- 12) And one (1) member from the County Commission as selected by their membership.

The County Mayor shall be the permanent Chair of the Human Resources Advisory Committee unless delegated to another board member by the County Mayor.

Voting members may select a nonvoting designated representative to serve in his or her absence at designated meetings for informational purposes and the representative may only cast proxy votes for the identified voting member.

The County Mayor shall appoint an employee, but not a member of the Advisory Committee, to record and maintain the official minutes. (Emphasis Added Temporarily)

Section III: Human Resources Director. The position of Human Resources Director is hereby created to oversee the daily operations of the Human Resources Department and administer Human Resources programs and initiatives for all Anderson County Government departments and elected officeholders, with the exception of the School Board. The Human Resources Director will be under the day-to-day direction and control of the County Mayor. (Emphasis Added Temporarily) Notwithstanding any provision interpreted to the contrary contained within this Resolution, the ultimate authority for individual departmental personnel decisions (outside the Human Resources Department) will rest with the specific elected office holder or department head. The Human Resources Director serves in an advisory capacity to all other offices and departments and shall not have ultimate control and supervision over personnel assigned to other departments or offices in Anderson County Government. The Human Resources Director shall report to the County Mayor. The County Mayor, Human Resources Advisory Committee and the County Commission may request status reports as needed. (Emphasis Added Temporarily)

Section IV: Job Responsibilities. The Director of Human Resources shall be responsible for the following job duties:

- 1) Policies and Procedures. Development, interpretation and administration of policies and procedures for human resources activities for Anderson County Government including, but not limited to, recruitment of a quality workforce and associated hiring process; pay practices; training and development of employees; benefits; staffing and employment resources; compliance with county policies and procedures and state and federal workplace laws,

- 2) Assistance to County Officials. Assists all elected office holders and department heads with human resources issues arising in their respective departments, but at all times the individual elected office

holder will make the final decision regarding human resources issues for their respective office.

3) Risk Management Program. Develops, implements and administers a Risk Management program for Anderson County Government to include workplace safety, health and environmental concerns, to include but not limited to, the filing, administration and processing of liability claims.

4) Personnel Records. Assist with the employee personnel records, including their storage, maintenance and general upkeep of the files and documents contained within, and answering inquiries related to those records. The Director shall establish a bifurcated system of personnel records separating those records that may be considered protected and privileged under the Health Insurance Portability and Accountability Act (HIPAA) from general personnel files.

5) Communication with Workforce. Ensures that effective methodologies and systems are in place to effectively communicate with employees, department managers and elected office holders on human resources programs and issues.

6) Administrative Guidance. Provides administrative guidance for County offices and staff in the administration of various human resources policies and programs.

7) Benefit Programs. Analyzes, evaluates, administers and maintains employee benefit programs to meet employee and county government needs, including, but not limited to, assistance programs, holidays as established by the County Commission, vacation, insurance and sick leave policies.

8) Insurance Programs. Administration of all employee insurance programs, the exchange of information regarding these insurance programs and regular updates to the Human Resources Advisory Committee and the County Commission regarding the status and overall performance of the insurance programs.

9) Compensation Surveys. Conducts and analyzes employee compensation and benefit surveys.

10) New Employee Orientation. Responsible for orientation of new employees regarding entrance documents, county policies and procedures, explanation of benefit programs and application for enrollment in benefit programs.

11) Hiring and Termination Procedures. Assists in the establishment and implementation of legally sound procedures for hiring and terminating employees.

12) Application Process. Works closely with County office holders and department heads regarding personnel issues, including, but not limited to, recruitment, advertising positions or openings, application process, administering hiring procedures, evaluating resumes of prospects, administration of entrance exams, maintenance of eligibility lists and training.

13) Compliance with State and Federal Laws. Administers and ensures compliance with all mandated state and federal laws related to human resources programs and concerns.

14) Written Communications. Preparation of personnel related letters and memorandums to employees, office holders and department heads to include, office letters, human resources program updates, termination, discipline, salary and status changes, insurance and benefit updates and general announcements and employment documents.

15) Training Programs. Conducts staff training programs to improve the overall quality of the governmental workforce.

16) Special Studies and Research. Performs a variety of special studies and analyses for the County Mayor, County Commission, elected office holders and department heads pertaining to human resources issues.

17) Maintains Competence. Keeps abreast of human resources issues and the legal environment affecting the County workforce.

18) Annual Training Requirement. Attends annual training seminars and conferences on human resources topics and concerns as needed.

19) Workers' Compensation Claims. Supervises, files, documents and administers all Workers' Compensation reports. Monitors usage and maintains files for governmental reporting and provides status reports to the Advisory Committee, County Commission and County Attorney's Office when requested.

20) Performance Evaluations and Salary Planning. Provides guidance to elected office holders and department heads regarding employee performance evaluations and salary planning concerns.

21) Reports to Commission and Advisory Committee. Reports to County Commission and the Human Resources Advisory Committee, when requested, on human resources and personnel issues.

22) Performance Bonds. Monitors and updates, when needed, all performance bonds for County employees.

23) Drug Testing Program. Administers drug-testing programs for those employees required to be tested by state and federal law.

24) Civil Service Compliance. Recognizes and complies with all Civil Service laws related to employment concerns within the Sheriff's Department.

25) County Attorney Reports and Notifications. Notifies, consults with, and reports to the County Attorney with regard to all lawsuits, claims or potential claims arising from human resources activities within Anderson County Government.

26) Miscellaneous Assignments. Performs other miscellaneous job duties as assigned, either verbally or written, which may or may not require a high percentage of incumbent's time.

27) Discrimination Prohibited. Takes preventative measures to ensure that no person seeking employment, or currently employed with Anderson County Government shall be discriminated against on the basis of race, nationality, color, gender, age, handicap, and political or religious preference.

28) Disclosure of Criminal Record and Motor Vehicle Convictions. Requires that all candidates for employments receiving contingent offers of employment with Anderson County Government be required to disclose all criminal and motor vehicle convictions.

29) Surety Bond Requirement. Safeguards that all persons seeking employment with Anderson County Government shall be bondable for surety and performance bond purposes and required for the particular position sought. No person shall be employed by Anderson County Government that is unfit for surety and performance bond coverage.

30) Presentation of New Employees to Human Resources Director. Requires all elected officials and department heads to present new employees or paid appointees to the Human Resources Department within three (3) days of the first scheduled work day or within twenty-four (24) hours of their start date with Anderson County Government. At this time

an orientation meeting will take place or be scheduled, including, but not limited to, completion of all employment records, notification and enrollment offered for all applicable county benefits.

31) Required Notifications to Human Resources Department.

Ensures that all elected officials and department heads notify the Human Resources Department, as soon as practically possible, when any employee is: hired; suspended; placed on voluntary or involuntary leave, including but not limited to, military, maternity, or Family Medical Leave (FMLA); resigns; retires; terminated; or otherwise material changes in their employment status with Anderson County Government.

32) Employee Medical Clinic and Wellness Program

Administers and directs all operations of the on-site employee medical clinic and the employee wellness program.

33) Exit Interview Requirement.

Whenever possible, ensures that all elected officials and department heads present employees who have resigned, retired, terminated or otherwise left employment with Anderson County, for any reason, to the Human Resources Department for the purpose of conducting an exit interview with Anderson County Government. The Human Resources Director shall conduct the exit interview and record the content and findings in the employee's personnel file. The Human Resources Director shall inform the elected official and department head as to pertinent information uncovered and developed in the exit interview.

Section V: Termination of the Human Resources Director.

Add: The County Mayor, upon due notice to the Advisory Committee, may terminate the Director of Human Resources at his or her discretion. **(Emphasis Added Temporarily)**

Section VI: Conflict with Prior Resolutions. All past Resolutions in conflict with this Resolution are hereby repealed effective immediately.

Section VII: Effective Date. This amended Resolution shall take effect immediately upon passage by the Anderson County Legislative Body, the public welfare requiring it.

RESOLVED, adopted and effective this 16th day of January 2024.

H. Tyler Mayes, County Commission Chair

Terry Frank, County Mayor

ATTEST:

Jeff Cole, County Clerk

DRAFT

Anderson County, Tennessee
Board of Commissioners

RESOLUTION NUMBER: 24-01-1149

FIRST AMENDED RESOLUTION NO: 20-9-823

ORIGINAL RESOLUTION NO: 17-4-629

**SECOND AMENDED RESOLUTION TO ESTABLISH THE ANDERSON
COUNTY INFORMATION TECHNOLOGY ADVISORY BOARD, THE
OFFICE OF INFORMATION TECHNOLOGY, INFORMATION
TECHNOLOGY DIRECTOR, AND REPORTING STRUCTURE IN ORDER
TO ACHIEVE A COLLABORATIVE AND CENTRALIZED APPROACH
TO PROCUREMENT OF "IT" SERVICE AND RELATED COMPONENTS.**

WHEREAS, the ability to provide a centralized and collaborative approach to Informational Technology (IT) resources provides a more efficient and effective use of taxpayer monies; and

WHEREAS, the maintenance and procurement of computer-related resources and maintenance services on a timely and ongoing basis is vital to the successful operations of all county offices; and

WHEREAS, Anderson County Government has a need to establish a centralized department to handle a wide array of computer-related issues that develop during the normal course of county government activities, and

WHEREAS, Anderson County desires to create the Office of Information Technology and the full-time position of Director to oversee the administration of the Office and coordinate maintenance and procurement of system-wide IT components including hardware and software; and

WHEREAS, to assist with the creation and management of the Office of Information Technology, and the transition to a centralized and uniform approach to IT service and procurement issues, Anderson County wishes to constitute the Information Technology Advisory Board composed of selected Anderson County Officials who collectively support this endeavor in an effort to reduce expenditures related to IT service and procurement; and

WHEREAS, Tennessee Code Annotated §5-6-106 states in relevant part as follows:

(c) Except as otherwise provided by general law, or special or private act, the county mayor shall appoint members of county boards and commissions and *county department heads*. Such appointees shall be subject to confirmation by the county legislative body, and in so doing, the legislative body may express its views fully and freely and shall vote for or against confirmation. The legislative body shall not seek or interview such prospective employees prior to their appointment by the county mayor. Such appointment and confirmation are not applicable to employees appointed by other elected county officials. (*Emphasis added*)

WHEREAS, the County Legislative Body desires to create a reporting structure that follows Tennessee Code Annotated §5-6-106 and hereby designates the County Mayor as the day-to-day supervisor of the Director of Information Technology. Such County Mayor shall possess all authorizations, duties, and obligations of supervision, compliance and oversight over the Director of Information Technology. (*Emphasis Added Temporarily*)

NOW THEREFORE, BE IT RESOLVED by the Anderson County Legislative Body meeting in regular session this 16th day of January 2024 in Clinton, Tennessee that we hereby amend the original Information Technology Resolution, Number 17-4-629, and previously Amended Resolution, Number 20-9-823, passed on September 21, 2020, to include the following amendment:

Amendment 1: Amend heading as follows:

Insert: “Information Technology Director and Reporting Structure” to read as follows:

SECOND AMENDED RESOLUTION TO ESTABLISH THE ANDERSON COUNTY INFORMATION TECHNOLOGY ADVISORY BOARD, THE OFFICE OF INFORMATION TECHNOLOGY, INFORMATION TECHNOLOGY DIRECTOR AND REPORTING STRUCTURE IN ORDER TO ACHIEVE A COLLABORATIVE AND CENTRALIZED APPROACH TO PROCUREMENT OF “IT” SERVICE AND RELATED COMPONENTS.

Amendment 2: Amend Preface, add two paragraphs reflecting TCA §5-6-106. Amend Preface as follows:

Add: **WHEREAS**, Tennessee Code Annotated §5-6-106 states in relevant part as follows:

(c) Except as otherwise provided by general law, or special or private act, the county mayor shall appoint members of county boards and commissions and *county department heads*. Such appointees shall be subject to confirmation by the county

legislative body, and in so doing, the legislative body may express its views fully and freely and shall vote for or against confirmation. The legislative body shall not seek or interview such prospective employees prior to their appointment by the county mayor. Such appointment and confirmation are not applicable to employees appointed by other elected county officials. *(Emphasis added)*

WHEREAS, the County Legislative Body desires to create a reporting structure that follows Tennessee Code Annotated §5-6-106 and hereby designates the County Mayor as the day-to-day supervisor of the Director Information Technology. Such County Mayor shall possess all authorizations, duties, and obligations of supervision, compliance and oversight over the Director of Information Technology.

Amendment 3: Amend Section II, third paragraph as follows:

The County Mayor shall serve as the permanent Chair of the Information Technology Advisory Board unless delegated by the County Mayor to another board member.

Amendment 4: Amend Section III, Paragraph 1, Information Technology Director

Delete: The IT Director will be under the day-to-day direction and control of the Chairman of the Information Technology Advisory Board.

Add: The IT Director will be under the day-to-day direction and control of the County Mayor.

Amendment 5: Amend Section III, Paragraph 1, Information Technology Director

Delete: The Director will follow the direction of the Advisory Board on all decisions approved by majority vote of the Board.

Add: The Director may consult with the Advisory Board for policy creation and other concerns where advice and direction is needed.

Amendment 6: Amend Section III (1) Information Technology Director

Delete: All Director Vacancies will be filled by majority vote of the Advisory Board and subject to confirmation by the County Commission.

Add: All Director Vacancies will be filled by the County Mayor.

Amendment 7: Section IV, Termination of Director

Delete: The Advisory Board may terminate the Director upon two-thirds (2/3) vote of the membership.

Add: The County Mayor may terminate the Director of Information Technology at his or her discretion.

.....
BE IT FURTHER RESOLVED that the Amended Resolution shall read in its entirety as follows:

SECOND AMENDED RESOLUTION TO ESTABLISH THE ANDERSON COUNTY INFORMATION TECHNOLOGY ADVISORY BOARD, THE OFFICE OF INFORMATION TECHNOLOGY, INFORMATION TECHNOLOGY DIRECTOR, AND REPORTING STRUCTURE IN ORDER TO ACHIEVE A COLLABORATIVE AND CENTRALIZED APPROACH TO PROCUREMENT OF "IT" SERVICE AND RELATED COMPONENTS.

WHEREAS, the ability to provide a centralized and collaborative approach to Informational Technology (IT) resources provides a more efficient and effective use of taxpayer monies; and

WHEREAS, the maintenance and procurement of computer-related resources and maintenance services on a timely and ongoing basis is vital to the successful operations of all county offices; and

WHEREAS, Anderson County Government has a need to establish a centralized department to handle a wide array of computer-related issues that develop during the normal course of county government activities, and

WHEREAS, Anderson County desires to create the Office of Information Technology and the full-time position of Director to oversee the administration of the Office and coordinate maintenance and procurement of system-wide IT components including hardware and software; and

WHEREAS, to assist with the creation and management of the Office of Information Technology, and the transition to a centralized and uniform approach to IT service and procurement issues, Anderson County wishes to constitute the Information Technology Advisory Board composed of selected Anderson County Officials who collectively support this endeavor in an effort to reduce expenditures related to IT service and procurement; and

WHEREAS, Tennessee Code Annotated §5-6-106 states in relevant part as follows:

(c) Except as otherwise provided by general law, or special or private act, the county mayor shall appoint members of county boards and commissions and *county department heads*. Such appointees shall be subject to confirmation by the county legislative body, and in so doing, the legislative body may express its views fully and freely and shall vote for or against confirmation. The legislative body shall not seek or interview such prospective employees prior to their appointment by the county mayor. Such appointment and confirmation are not applicable to employees appointed by other elected county officials. (*Emphasis added*)

WHEREAS, the County Legislative Body desires to create a reporting structure that follows Tennessee Code Annotated §5-6-106 and hereby designates the County Mayor as the day-to-day supervisor of the Director of Information Technology. Such County Mayor shall possess all authorizations, duties, and obligations of supervision, compliance and oversight over the Director of Information Technology.

Section I: Office of Information Technology. The Anderson County Office of Information Technology is hereby established to coordinate and administer a system-wide collaborative approach to service and procurement of IT resources to include hardware, software and supporting components for all Anderson County Government offices and departments with the exception of the Anderson County School System.

Section II: Information Technology Advisory Board. The Information Technology Advisory Board is hereby created to assist with the implementation and establishment of the Office of Information Technology and the development of its operational policies and procedures. The IT Director will meet with the Advisory Board to update and notify the members of recent issues within county government and the IT field at regular intervals to be determined by the Advisory Board. The Board shall monitor the Office and its Director for the purpose of providing assistance when needed, evaluation concerns, budget oversight and monitoring for policy compliance purposes. The voting members of the Advisory Board are as follows:

- 1) County Mayor,
- 2) County Clerk,
- 3) Circuit Court Clerk,
- 4) Highway Superintendent,
- 5) Assessor of Property,
- 6) Register of Deeds,
- 7) Trustee,
- 8) Clerk and Master,

- 9) Finance Director,
- 10) Human Resources Director,
- 11) One (1) member from the County Commission as selected by their membership,
- 12) Sheriff, and
- 13) Law Director (non-voting *ex officio*)

The County Mayor shall serve as the permanent Chair of the Information Technology Advisory Board unless delegated by the County Mayor to another board member. The voting members shall select a Vice-Chair by majority vote at the first organizational meeting. Voting members may select a nonvoting designated representative to serve in his or her absence at designated meetings for informational purposes and the representative may cast proxy votes for the identified voting member subject to written authority by the voting member.

The Chief Deputy to the County Commission shall serve as Secretary to the Advisory Committee and shall record and maintain the official minutes.

Section III: Information Technology Director. The position of Director of Information Technology is hereby created to oversee the daily operations of the Office and administer IT support programs and procurement protocol for all Anderson County Government departments and elected officeholders, with the exception of the School Board. **The IT Director will be under the day-to-day direction and control of the County Mayor. (Emphasis Added Temporarily)** Notwithstanding any provision to the contrary included within this Resolution the ultimate decision for procurement of IT resources will rest with the individual officeholder or director. Within ninety (90) days after passage of this Resolution the Director will submit job descriptions for all employees and departmental policies and procedures to the Advisory Board for approval. **The Director may consult with the Advisory Board for policy creation and other concerns where advice and direction is needed.** The IT Director shall report to the Advisory Board, its Chairman and the County Commission for status reports as requested. (Emphasis Added)

1) Vacancies. All Director Vacancies will be filled by the County Mayor subject to confirmation by the County Commission. Procedures for filling vacancies shall be approved by majority vote of the Board's membership. Vacancies in office staff shall be filled by the Director through competitive employment process approved by the Advisory Board. The current IT Director and staff will continue to serve in the same positions without further process until separation from Anderson County Government for whatever reason. (Emphasis Added Temporarily)

2) Policies. The Director will formulate internal operational policies, including purchasing protocol within ninety (90) days of passage of this Resolution and shall submit those policies to the Advisory Board for approval.

3) Collaborative Procurement of IT Related Resources.
In order to obtain maximum efficiencies in IT resources and produce optimal taxpayer savings, the members of the Advisory Board pledge to utilize this framework for a collaborative and efficient IT system to the best of their ability, including the reduction of past budgetary codes utilized to service and purchase independent office IT needs from external sources and vendors. However, nothing contained within this Resolution shall bind the individual officeholder to the service and procurement of proprietary IT components already in use and under existing or future contracts.

4) Exclusive Utilization
Henceforth, all Anderson County departments and personnel shall exclusively utilize the IT services and collaborative procurement policies of the Anderson County Office of Information Technology subject to the exceptions contained within this Resolution. All purchases of IT components shall comply with the established purchasing law, policies and shall at all times be determined by the lowest and best price for the requested component in order to produce maximum taxpayer savings.

Section IV: Termination of the Director. The County Mayor may terminate the Director of Information Technology at his or her discretion. Termination of Office employees will be at the discretion of the Director subject to advice and consultation of the Board. **(Emphasis added temporarily)**

Section V: Conflict with Prior Resolutions. All past Resolutions and approved motions in conflict with this Resolution are hereby repealed effective immediately.

Section VI: Effective Date. This Amended Resolution shall take effect immediately upon passage by the Anderson County Legislative Body, the public welfare requiring same.

RESOLVED, DULY PASSED AND APPROVED this 16th day of January 2024.

H. Tyler Mayes, Chair, AC Commission

Terry Frank, Mayor

ATTEST:

DRAFT

INTERLOCAL AGREEMENT

Public Library Services

WHEREAS, the Parties hereto, consisting of Anderson County, a governmental entity and political subdivision of the State of Tennessee and the cities of Clinton, Norris and Rocky Top, chartered municipalities organized under the laws of the State of Tennessee desire to enter into an Interlocal Agreement to memorialize their joint and consolidated effort to provide library services to the citizens of Anderson County and the cities of Clinton, Norris and Rocky Top; and

WHEREAS, Tenn. Code Ann. §5-1-113 provides legal authority for interlocal cooperation between counties and municipalities. That statute reads as follows:

The county legislative body of any county and the chief legislative body of any one (1) or more municipalities lying within the boundaries of the county are authorized and empowered to enter into any such agreements, compacts or contractual relations as may be desirable or necessary for the purpose of permitting the county and the municipality or municipalities to conduct, operate or maintain, either jointly or otherwise, desirable and necessary services or functions, under such terms as may be agreed upon by the county legislative body and the chief legislative body of the municipality or the chief legislative bodies of the municipalities.

WHEREAS, Anderson County and the cities of Clinton, Norris and Rocky Top have a long history and commitment to maintain free public libraries to their citizens. Anderson County created the first county library board on April 7, 1941. The Clinton Public Library has existed since 1898 and both the Rocky Top (then Coal Creek) and Norris libraries came into existence in the 1930's. Records reflect that the first Briceville library was formed in the early 1950's; and

WHEREAS, in January of 2004, Anderson County began to transition library operations and personnel under the county umbrella of control and the cities agreed to provide monetary contributions as well as, in-kind contributions in the form of library buildings, maintenance, utilities to the County Library Board to assist with library operations; and

WHEREAS, the new Briceville Library project began with the passage of County Resolution 03-08-299 setting forth the funding through loans and community donations to build the new library on property adjacent to Briceville Elementary School. The new Briceville Library was officially opened in 2017; and

WHEREAS, on August 18, 2008 the Anderson County Legislative Body passed Resolution Number 03-08-308 declaring the official status of library employees as county employees with all rights, privileges and benefits associated therewith; and

WHEREAS, currently, the primary funding mechanism is a property tax levy deposited in a county special revenue account controlled by the Anderson County Finance Department with various amounts of monetary and in-kind contributions made by the cities.

NOW, THEREFORE, BE IT RESOLVED by the Anderson County Legislative Body and the legislative bodies of the City of Clinton, City of Norris and the City of Rocky Top that we agree to the following terms to support free public libraries inside Anderson County:

SECTION 1. Anderson County Government agrees to the following commitments:

A) Funding

Anderson County Government will continue to levy a property tax as the main funding mechanism for the library system not to fall below the minimum amount of \$526,484.00 (contingent upon collections) and previously agreed to and memorialized in the Maintenance of Effort Agreement executed by the County Mayor on October 4, 2022. *(See Exhibit 1 – Maintenance of Effort Agreement)*

Nothing contained within the Maintenance of Effort Agreement shall prohibit the Anderson County Budget Committee and Legislative Body from adjusting library budget codes provided allocations do not fall below the minimum sums reflected in the Maintenance of Effort Agreement.

B) Status of Employees

All employees of the library system will be considered Anderson County Government employees with all rights, privileges and benefits provided as other county employees. Employees at all times shall adhere to Anderson County personnel policies and rules and regulations adopted by the Anderson County Legislative Body.

C) Utilization of Briceville Library

Anderson County will continue to provide the building utilized as the Briceville Library along with all necessary funding, maintenance and utilities.

D) Additional Administrative Resources Provided by County

The county will continue with providing budgeting, purchasing, management oversight, human resources and legal support for the library system.

SECTION 2. The City of Clinton will continue to provide the building and adequate space and furnishings utilized for the Clinton Library along with maintenance and utilities. The City of Clinton will also provide a separate annual monetary contribution not to fall below \$80,400.00 as agreed to in the Maintenance of Effort Agreement. *(See Exhibit 1- MOE Agreement)*

SECTION 3. The City of Norris will continue to provide the building and adequate space and furnishing utilized for the Norris Library along with maintenance and utilities. The City of Norris will also provide a separate annual monetary contribution not to fall below \$32,250.00 as agreed to in the Maintenance of Effort Agreement. *(See Exhibit 1 – MOE Agreement)*

SECTION 4. The City of Rocky Top will continue to provide the building and adequate space and furnishing utilized by the Rocky Top Library along with maintenance and utilities. The City of Rocky Top will also provide a separate annual monetary contribution not to fall below \$17,665 as agreed to in the Maintenance of Effort Agreement *(See Exhibit 1 – MOE Agreement)*

SECTION 5. Monetary contributions by the cities will be adjusted annually determined by the percentage of increase in the average Consumer Price Index (CPI) between the previous two calendar years, however, decreases in the CPI will not affect or lower previous contributions.

SECTION 6. The Anderson County Library Board will provide oversight at all times commensurate with Tennessee Code Annotated §§ 10-3-101 *et seq.* and all participating municipalities will have the sole right to select its representative(s) to the Library Board.

SECTION 7. The Anderson County Library system will not affect the operations of the Oak Ridge Public Library.

SECTION 8. The Anderson County Library System will continue to partner with the State of Tennessee, Office of the Secretary of State, Tennessee Library and Archives, as well as the Clinch River Regional Library. All Rules and Regulations adopted by the Secretary of State and applicable to Regional Libraries shall be followed. *(See Exhibit 2, Secretary of State Agreement)*

SECTION 9. This Interlocal Agreement will have no effect unless approved by the Legislative Bodies of all participants.

SECTION 10. This Agreement shall expire three (3) years after the last execution date below; however, nothing contained within this Agreement shall prevent renegotiations of the terms and contributions embodied herein at any time during the three (3) year effective period subject to the approval of the Parties.

RESOLVED AND EFFECTIVE on the dates entered below:

ACCEPTANCE BY ANDERSON COUNTY:

Terry Frank, County Mayor

H. Tyler Mayes, Commission Chair

Jeff Cole, County Clerk (ATTEST)

Date Approved

ACCEPTANCE BY THE CITY OF CLINTON:

Scott Burton, City Mayor

Roger Houck, City Manager

(ATTEST)

Date Approved

ACCEPTANCE BY THE CITY OF NORRIS:

Chris Mitchel, Mayor

Adam Ledford, City Manager

Sandy Johnson, Recorder (ATTEST)

Date Approved

ACCEPTANCE BY THE CITY OF ROCKY TOP

Kerry Templin, Mayor

Michael Ellis, City Manager

Amanda Daugherty, Recorder (ATTEST)

Date Approved

2022 - 2023 PUBLIC LIBRARY MAINTENANCE OF EFFORT AGREEMENT
Office of the Secretary of State
Tennessee State Library and Archives

Region: Clinch River

County(ies): Anderson

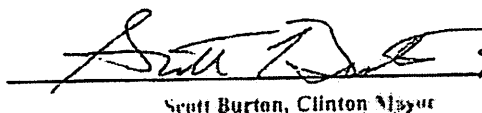
Library/Library System:

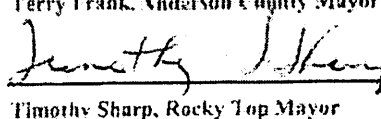
D. Number of library operating hours in a normal week:

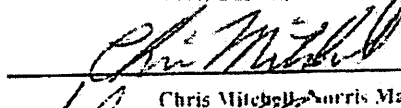
Name of Library Building	Main or Branch Library	Number of Hours per Week FY 2020-2021	Number of Hours per Week FY 2021-2022	Number of Hours per Week FY 2022-2023	Comments: Number of days closed for COVID-19
Briceville	Main	30	30	30	0
Clinton	Main	55	55	55	0
Norris	Main	44	44	44	0
Rocky Top	Main	39	39	39	0
Total		168	168	168	

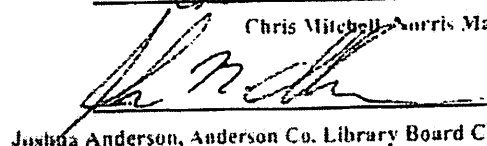
E. Official Signatures:

 10/04/22
Terry Frank, Anderson County Mayor Date

 9/30/22
Scott Burton, Clinton Mayor Date

 9/11/22
Timothy Sharp, Rocky Top Mayor Date

 8/22/22
Chris Mitchell, Norris Mayor Date

 10/13/22
Joshua Anderson, Anderson Co. Library Board Chair Date

For State Library Use Only

Reviewed by:

Signature  Date 01-11-2023
Matthew Jordan, Clinch River Regional Library Director

Additional notes:

Anderson Co. libraries are funded by a property-tax based Special Revenue Fund, as well as city contributions. The county's appropriation is an estimate of the upcoming year's revenue collections, and the expenditures listed are the amounts actually collected by the end of the year. All unspent funds roll over for use by the libraries. Also, the Board Treasurer leaves padding when assigning each library's budget, in case tax collections are less than expected.

Approved by:

Signature  Date 01-23-2023
James Ritter, State Librarian and Archivist

2022 - 2023 PUBLIC LIBRARY MAINTENANCE OF EFFORT AGREEMENT

Office of the Secretary of State Tennessee State Library and Archives

Due to the Clinch River Regional Library by October 31st

Region: Clinch River

County(ies): Anderson

Library/Library System:

The Office of the Secretary of State, Tennessee State Library and Archives, Regional Library is hereby notified that public funds were appropriated and expended for library services in the fiscal year just completed. This amount will be matched or exceeded during the current fiscal year. In addition, the total number of library operating hours will be maintained, per the *Public Library Service Agreement*. The undersigned acknowledge that failure to meet Maintenance of Effort (MOE) may result in the loss of all regional library services, including materials currently held at the local library(ies) paid for with State and Federal funds, and that responsibility for ensuring compliance with this agreement and the *Public Library Service Agreement* shall be shared by both the local funding entity and the Public Library Board of Trustees.

Report only public tax dollars appropriated and expended for operation of local libraries. Do not include capital or one-time appropriations or expenditures, donated funds, grant funds or pass-through money appropriated by another County or City.

A. Appropriated and Expended by the County(ies):

County(ies)	Appropriated FY 2020-2021	Expended FY 2020-2021	Appropriated FY 2021-2022	Expended FY 2021-2022	Appropriated FY 2022-2023
Anderson	\$478,362.00	\$493,896.00	\$503,782.00	\$503,782.00 529,494	526,484.00
TOTAL	\$478,362.00	\$493,896.00	\$503,782.00	\$503,782.00 529,494	\$526,484.00 526,484.00

B. Appropriated and Expended by the City(ies):

City(ies)	Appropriated FY 2020-2021	Expended FY 2020-2021	Appropriated FY 2021-2022	Expended FY 2021-2022	Appropriated FY 2022-2023
Clinton	\$80,400.00	\$80,400.00	\$80,400.00	\$80,400.00	\$80,400.00
Rocky Top	\$17,665.00	\$17,665.00	\$17,665.00	\$17,665.00	\$17,665.00
Norris	\$32,250.00	\$32,250.00	\$32,250.00	\$32,250.00	\$32,250.00
TOTAL	\$130,315.00	\$130,315.00	\$130,315.00	130,311 130,311	130,311 130,315

C. Totals:

	Appropriated FY 2020-2021	Expended FY 2020-2021	Appropriated FY 2021-2022	Expended FY 2021-2022	Appropriated FY 2022-2023
TOTAL	\$608,677.00	\$624,211.00	\$634,097.00	634,093 654,805	656,795 656,799

* 2021-22 expenditures corrected for actual expenditures

** The 3 cities' expenditures are equivalent to their appropriations because they are pass-through funds to the county.

** * Norris expenditures 2021-22 were \$4 short due to a clerical error. Has been corrected for 2022-23.



Department of State
Tennessee State Library and Archives
1001 Rep. John Lewis Way N
Nashville, Tennessee 37219-1115
(615) 741-7996

PUBLIC LIBRARY SERVICE AGREEMENT

Clinch River Regional Library

Anderson County

FY2023-24

Responsibilities of the following Public Library(ies): Briceville, Clinton, Norris and Rocky Top

The Public Library Board of Trustees will:

1. Confirm and provide proof (upon request) that the library has been legally established in accordance with Tennessee Code Annotated 10-3-101.
2. Furnish annual documents for participation in the Tennessee State Library and Archives Regional System, including:
 - The Public Library Maintenance of Effort Agreement
 - The Public Library Service Agreement
 - The Official Public Library Service Area Population Agreement
 - Official Library Board Appointment form
 - The Public Library Statistics Survey (Data Collection)
 - Tennessee Non-Metropolitan Public Library Standards Survey
 - Board of Trustees minutes and other reports made to the County or City governing body
 - A Long-Range Plan for Library Services and Technology
 - Bylaws and Policy Manual
3. Support the allocation of locally appropriated public funds at a level not less than the amount appropriated in the last fiscal year, as well as the expenditure of locally appropriated funds at a level not less than the total amount expended in the last fiscal year. This is referred to as "Maintenance of Effort" (MOE) in various documents and also applies to library operating hours as detailed in item 5 of this document. (T.C.A. 10-3-102)
4. Ensure compliance with the Public Library Maintenance of Effort agreement and this Public Library Service Agreement.
5. Maintain a schedule of service hours that best meets the needs of the residents and

Exhibit 2

that will not fall below the level set in the preceding year. (T.C.A. 10-3-102) Note: Unduplicated branch hours are included in the service hours provided system-wide.

6. Follow all local, state and federal laws and regulations, including display, provision and transmission of the mail-in or online Application for Voter Registration within the library facilities. (See National Voter Registration Act of 1993)
7. Provide basic library services free to the inhabitants of the city or county. Extend the privileges and facilities of the library to persons residing outside the County or City upon such terms as the County or City may deem proper. (T.C.A. 10-3-107)
8. Adopt written bylaws and library usage policies. Bylaws must be reviewed every 3 years. With the exception of those policies listed below, usage policies must be reviewed at least every other year and filed with the region as revised and dated. The list of recommended policies can be found in the Standards for Public Libraries (*Tennessee Standards for Public Libraries 2018: Governance 3-8*). The following policies are essential for every library and must be reviewed and approved by the board annually:
 - Collection Development Policy (Includes Reconsideration of Materials Policy) –
 - Internet Safety Policy (Recognizes the Children’s Internet Protection Act – CIPA)

See Attached Collection Development and Internet Safety Policy Minimum Requirements.

9. For all applicable meetings, including committee meetings, follow Open Meetings Law, including adequate public notices (T.C.A. 8-44-103 & 112), a period for public comment (Public Chapter 300, 2023), and minutes properly recorded and distributed (T.C.A. 8-44-104).
10. Include Regional Director, or regional designee, in all board meetings as a non-voting participant, and provide information related to the meetings to Regional Director, or regional designee, in a timely manner. Such information should include official acts of the board and other pertinent information related to the library.
11. Participate in trustee continuing education and training provided by the Regional Library and the Tennessee State Library and Archives, including Trustee Workshops and the Tennessee Trustee Certification Program.
12. Require library staff to participate in a minimum number of hours of annual training and to report the number of hours of annual training. Training may include a combination of in person and online training.
 - a. Administrative staff: Library directors and administration will receive a

minimum of 25 hours of library related training annually, of which at least 20 hours must be regionally or state sponsored.

- b. Paid staff working 20 hours or more: Staff working 20 hours or more per week will receive a minimum of 10 hours of library related training annually, of which at least 5 hours must be regionally or state sponsored.
- c. Paid staff working less than 20 hours per week will receive a minimum of 5 hours of library related training annually, of which at least 2 hours must be regionally or state sponsored.

- 13. Provide complete and correct MARC records compatible with the statewide catalog database (ShareIT), which facilitates the statewide interlibrary loan program.

The following resources, available upon request, will be helpful to public libraries in meeting these responsibilities:

- Tennessee Code Annotated, Title 10
- Tennessee Standards for Public Libraries, 2018

Responsibilities of the State Library and Its Regional Libraries

Subject to availability of resources, the State will:

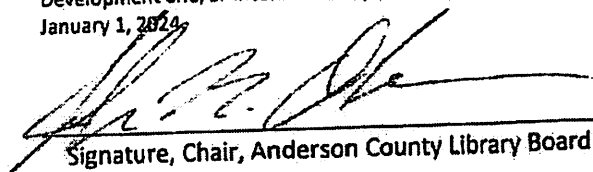
- 1. Assist County and City officials and library boards in developing a unified system of public library service for all residents of a county or city.
- 2. Provide professional library consultant services to local public library boards and staff, which may include:
 - Planning and Development
 - Personnel Management
 - Policy Development
 - Recruitment and Hiring of Library Directors
 - Collection Management
 - Grant Preparation Guidance
 - Automation Guidance
 - Facilities Management and Construction Guidance
- 3. Upon request, furnish technical and technology assistance to local public library boards and staff, which may include:
 - Materials Acquisitions
 - Original Cataloging
 - Data Collection and Analysis
 - Computer Hardware/Software Problem Resolutions
 - Shared ILS Problem Resolutions
- 4. Allocate and monitor State funds for a collection of library materials on indefinite loan.

5. Facilitate access to R.E.A.D.S. (Regional eBook and Audiobook Download System) or other digital resources provided by the regional library system.
6. Provide an annual summer reading program workshop and selected library participant materials for promotion and implementation.
7. Purchase and maintain a collection of print and online professional materials to support the improvement of library and management skills of local public library boards and staff.
8. Supply statistical information and data concerning the operation and use of the library.
9. Offer training specific to public library trustees, including the annual Tennessee Trustee Workshops and the Tennessee Trustee Certification program.
10. Offer a minimum of 30 hours of workshops and training for library boards and staff. Training may include in-services, workshops, roundtables, or online training.

If you wish to participate in the Regional Library System this year (July 1, 2023 through June 30, 2024), please acknowledge and agree to the Library Service Agreement as soon as possible, and any policy revisions that need to be made as indicated above, may be completed by January 1, 2024.

____ We currently meet and agree to all provisions in this agreement, and acknowledge that our Collection Development and Internet Safety Policy meet the new minimum requirements.

☒ We currently meet and agree to all provisions in this agreement, except potentially for the Collection Development and/or Internet Safety Policy minimum requirements, which we agree to review and update by January 1, 2024.



Signature, Chair, Anderson County Library Board

Date 9/1/23

Joshua N. Anderson

Print Name

Bessie Davis

Bessie Davis, Director of Regional Libraries

Date 9/5/2023

References:
Tennessee Code Annotated, Title 10
Tennessee Standards for Public
Libraries, 2018

Revised form: 5/22/2023

Tennessee Regional Library System

Collection Development and Internet Safety Policy Minimum Requirements

Local libraries must ultimately make the decision on what materials to purchase. The Tennessee Regional Library System, however, recognizes that state and federal funds are often used by the local libraries to purchase materials, either directly or through the Regional Library System, and this guidance is intended to ensure that no state and federal funds are used to purchase books and materials that are harmful to minors. To be eligible to receive funding from the Tennessee Regional Library System, public libraries in the Regional Library System must include certain requirements in their Collection Development Policies and Internet Safety Policies, as discussed below.

Collection Development Policy: Every library participating in the Tennessee Regional Library System must have a Collection Development Policy that reflects the following:

1. All materials are selected by the local public library in accordance with the individual public library's full Collection Development Policy;
2. The public library's Collection Development Policy is approved by the public library's Board of Trustees (or equivalent governing body) at least annually;
3. All books selected for purchase by the individual public library, through the Regional Library System or otherwise, are reviewed by the public library's director before purchase, with the library director then sharing a list or lists of newly purchased materials with the public library's Board of Trustees (or equivalent governing body);
4. No funds received are used to purchase, nor will the library otherwise acquire, material that constitutes "child pornography," is "pornographic for minors," or is "obscene;"
5. Books and materials that contain sexual themes or content are reviewed by the public library independently for age-appropriateness and cataloged accordingly – even if this overrides the age-appropriateness recommended by the publisher;
6. The library has a written, publicly accessible library materials challenge policy that (a) defines which parties may dispute or challenge the library's age-appropriate designation on materials, with such definition, at a minimum, including a parent or guardian of a minor within the library district, (b) defines the process by which a materials challenge can be initiated, and (c) provides for the results of any such dispute or challenge to be disclosed in the public library's official Board of Trustee minutes.

Internet Safety Policy: Every library taking part in the Tennessee Regional Library System must have an Internet Safety Policy that reflects the following:

1. The policy must include an acknowledgment that the public library is aware of, and adheres to, the Children's Internet Protection Act (CIPA),

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>, which in part states:

Libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- a. Access by minors to inappropriate matter on the Internet;
 - b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - c. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
 - d. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
 - e. Measures restricting minors' access to materials harmful to them.
2. Annually, the public library's Board of Trustees must meet to discuss the library's Internet Safety Policy in an open-to-the-public Board Meeting and document the approval of the policy in the minutes of such meeting. (This is required to maintain CIPA compliance).
 3. The public library's Board of Trustees must review compliance with CIPA annually and must specifically acknowledge compliance under one of the following methods:

Method of compliance (Please Select One):

1. ☒ Filtering software is in use for all PCs in the library, and an Internet Usage Policy is in place, which establishes measures to restrict minors from gaining access to material that is pornographic to minors, as determined by community standards.
2. ☐ The Library is not supported with federal funding.
3. ☐ The Library does not offer Internet Access.

January 8, 2024

Congressman Tim Burchett
Congressman Chuck Fleischmann
Congresswoman Diana Harshbarger

Dear Congressmen Burchett and Fleischmann, and Congresswoman Harshbarger:

I am writing on behalf of the Anderson County Operations Committee, which discussed, at its most recent meeting, the proposed closure of the U.S. Postal Service's Weisgarber Distribution Center in Knox County.

We would like to convey our strongest desire that the Knox County distribution facility be kept open for a number of reasons: First, with the proposed closure, we see the potential increase in longer waiting periods that could be imposed upon citizens who receive or send important documents or packages (e.g.: medicines, etc.) via the U.S. Postal Service. Secondly, the proposed closure of the Knox County mail distribution facility could mean the loss of livelihoods for hundreds of local citizens and their families. That loss could trickle down to other areas as well.

If there are any other viable options to explore besides shutting down this vital facility in the distribution of the region's mail, we hope the U.S. Postal Service will strongly consider other options. Please let us know if there are any avenues for us to impact further decision-making and/or collaboration with the U.S. Postal Service. We have a long community partnership with the postal system and desire to keep that partnership at the local level.

My best regards,

Mrs. Terry Frank
Anderson County Mayor

Anderson County Fire Commission

January 9, 2024 Meeting Minutes

Anderson County Fire Commission

Time: 6:30pm

Date: Tuesday, January 9, 2024

Location: 118A Anderson County Courthouse

Call to Order at 18:30

Prayer

Pledge

1. Approval of January Agenda and December Meeting Minutes from December 5, 2023 (attached)
 - a. Ambrea Kroth moved to accept the January Agenda with the addition of 4a and the December Minutes; Josh Lane seconded the motion; motion carried
2. Discussion regarding Secretary for Fire Commission
 - a. Mayor Frank will look into utilizing a county employee for the Secretary of Fire Commission
3. Old Business
4. New Business
 - a. AVFD Funding Change Request (Attached)
 - i. Josh Lane moved to accept the AVFD request and add to Minutes; Dusty Sharpe seconded the motion; motion carried
 - b. Hydro Testing for SCBA Bottles
 - i. Follow up needed to see if this is an expense that can be covered by the county
5. Department Reports
 - Andersonville VFD – Ambrea Kroth - Air trailer is back in-service and available for mutual aid response
 - Briceville VFD – Jamie Brewster - not present
 - Claxton VFD – Dusty Sharpe - Wildland Fire Class 1/18; Extrication Class in February
 - Marlow VFD – Daniel Adams - Cascade system down
 - Medford VFD – Josh Lane - Cascade system installed
 - Anderson County Rescue Squad – Terry Allen - not present
 - Clinton FD – Jeff Little - not present
 - Rocky Top FD – Anthony Braden - no report
 - Norris FD – Rick Roach - not present
 - Oak Ridge FD – Travis Solomon - not present
 - Oliver Springs FD – Justin Bailey (Vice-Chairman) - radios in service; 64 hour class to be held in Spring, date TBA
 - County Commissioner Tracy Wandell (Chairman) – no report
 - County Commissioner Sabra Beauchamp – not present

Non-voting Departments and Members

- **Anderson County EMS – Nathan Sweet**
 - Not awarded training center grant; may reapply
 - Not awarded AED grant
 - Ready to collect old AEDs for trade in
 - EMR in April; Refresher in September; EMT-B in August
 - Met with ACRS to discuss reported infraction of First Responder Agreement
 - Meeting needed to discuss future First Responder Agreement changes, State EMS Board Rules, Skills verification process, and QA/CQI Process
 - Ambrea Kroth moved to attach State EMS Board Rules to January Minutes; Josh Lane seconded the motion; motion carried
 - Ambrea Kroth moved to request Nathan set date(s) for a workshop to discuss the First Responder Agreement; Dusty Sharpe seconded the motion; motion carried
- **Anderson County EMA – Brice Kidwell**
 - TEMA RAD, HMA, and HMO Classes being offered; Applications were emailed out
 - Radios ordered; Tiered transition will be used to implement use of TACN
- **Anderson County Sheriff's Office – not present**
- **Y-12 – not present**
- **ORNL – not present**
- **E-911 – no report**

Adjourn

(Rule 1200-12-01-.15, continued)

- (c) Copies of orders, invoices or other documents asserting title or ownership of medical equipment, including contracts or agreements pertaining to state-issued equipment consigned to the service.
- (4) Ambulance equipment inventory - An ambulance equipment inventory shall be recorded not less than every three (3) days for each vehicle reflecting an accurate status of patient care equipment, safety devices, and supplies. Each service shall adopt forms or procedures appropriate to this purpose which shall be available for inspection reflecting status of a period of at least three (3) months.
- (5) Each ambulance service shall maintain a file of FCC-related records in accordance with 47 C.F.R., Part 90.443. Such records shall include that of any transmitter maintenance, base or mobile, which affects frequency, modulation or power output tolerance of the transmitter, and those periodic reports of inspection of antenna support structures which are required to be illuminated.
- (6) All records detailed herein shall be made available when requested for inspection by a duly authorized representative of the department.

Authority: T.C.A. §§ 4-5-202, 4-5-203, 4-5-204, 68-140-304, 68-140-306, 68-140-307, 68-140-502, 68-140-504, 68-140-505, 68-140-507, 68-140-508, 68-140-509, and 68-140-519. **Administrative History:** Original rule filed November 30, 1984; effective February 12, 1985. Amendment filed October 22, 1987; effective December 6, 1987. Amendment filed August 11, 1993; effective October 25, 1993. Amendment filed October 21, 1993; effective January 4, 1994. Amendment filed June 5, 1998; effective August 19, 1998. Amendment filed December 16, 2005; effective March 1, 2006. Amendment filed May 26, 2010; effective August 24, 2010. Amendment filed May 5, 2014; effective August 3, 2014.

1200-12-01-.16 EMERGENCY MEDICAL FIRST RESPONDERS.

- (1) Definitions - The terms used in this rule shall be defined as follows:
 - (a) Emergency Medical Responder (First Responder) means a person who has completed required training and who participates in an organized program of mobile pre-hospital emergency medical care.
 - (b) Emergency Medical Responder (First Responder) Certification means successful participation and completion of the Emergency Medical Responder Course and certifying examinations.
 - (c) Emergency Medical Responder (First Responder) Course means instruction in basic knowledge and skills necessary to provide emergency medical care to the sick and injured individuals who may respond before licensed Basic or Advanced Life Support units arrive.
 - (d) First Responder Service - shall mean a service providing capabilities for mobile pre-hospital emergency medical care using emergency medical response vehicles.
- (2) Operation of First Responder Services. A licensed ambulance service classified as a primary provider shall coordinate first response services within its service area. If the primary provider is a contracted ambulance service, the county or local government may designate a representative who shall coordinate first responder services within the service area of its jurisdiction. First responder services shall meet the following standards for participation in the community EMS system. To participate in the community EMS system, each First Responder Service shall:

GENERAL RULES

CHAPTER 1200-12-01

(Rule 1200-12-01-.16, continued)

(a) Be a state-chartered or legally recognized organization or service sanctioned to perform emergency management, public safety, fire fighting, rescue, ambulance, or medical functions.

(b) Provide a member on each response who is certified as a First Responder, Emergency Medical Technician, or EMT-Paramedic in Tennessee.

1. Personnel may provide the following additional procedures with devices and supplies consigned under medical direction:

(i) First Responders and Emergency Medical Technicians trained in an appropriate program authorized by the Division may perform defibrillation in a pulseless, nonbreathing patient with an automated mode device.

(ii) Emergency Medical Technicians-IV and EMT-Paramedics may administer:

(I) Intravenous fluids with appropriate administration devices.

(II) Airway retention with Board-approved airway procedures.

(iii) EMT-Paramedics and advanced life support personnel trained and authorized in accordance with these rules may perform skills or procedures as adopted in Rule 1200-12-01-.04(3).

(iv) First Responders and Emergency Medical Technicians participating in a recognized first responder organization within the community EMS system may, upon completion of the approved training, periodic review training, and concurrent quality assurance of the local EMS system Medical Director, utilize a dual-lumen airway device (such as the Combitube or Pharyngeal Tracheal Lumen airway) that has been approved by the EMS Board.

2. Such procedures shall be consistent with protocols or standing orders as established by the ambulance service medical director.

3. Services shall provide at least six (6) hours of annual in-service training to all EMS First Responder personnel, in a plan and with instructors approved by the medical director.

(c) Provide services twenty-four (24) hours a day, seven (7) days a week, and notify the primary service and dispatching agent of any time period in which the service is not available or staffed for emergency medical response.

(d) Provide minimum equipment and supplies and such other equipment and supplies as shall be mutually adopted under the agreement with the primary ambulance service and medical director. The following minimum equipment shall be provided:

1. Emergency Medical Care (Jump) Kit containing:

(i) Dressings and bandaging supplies, with adhesive tape, adhesive bandages, sterile 4" gauze pads, sterile ABD pads, 3" or wider gauze roller bandages, bandage shears, occlusive dressing materials, at least four triangular bandages, and burn sheets.

GENERAL RULES

CHAPTER 1200-12-01

(Rule 1200-12-01-.16, continued)

- (ii) Patient assessment and protective supplies including a flashlight, disposable gloves, antibacterial wipes or solution with tissues, trash bags, an adult blood pressure cuff with manometer and a stethoscope.
- 2. Resuscitative devices including oral airways in at least five sizes, a pocket mask, suction device capable of 12 inches vacuum with suction tips for oropharyngeal suction, and an oxygen administration unit capable of 2 to 15 liters per minute flow rate with a minimum 150 liter supply.
- 3. Splints for upper and lower extremities.
- 4. Patient handling equipment including a blanket and appropriate semi-rigid extrication collars.
- (e) Develop and maintain a memorandum of understanding or agreement of coordination within the service area with the primary provider of emergency ambulance services. If the primary provider is a contracted ambulance service, said agreement shall be developed and maintained with the designated representative of the county or local government. Such agreement will provide for policies and procedures for the following:
 - 1. Personnel and staffing, including a roster of response personnel and approved procedures for such personnel, and the crew component operational for emergency medical response.
 - 2. Designation of vehicles to be operated as pre-hospital emergency response vehicles, including unit identifiers and station or location from which vehicles will be operated.
 - 3. Nature of calls for which first response services will be dispatched, and dispatch and notification procedures that assure resources are simultaneously dispatched and that ambulance dispatch is not deferred or delayed.
 - 4. Radio communications and procedures between medical response vehicles and emergency ambulance services.
 - 5. On-scene coordination, scene control and responsibilities of the individuals in attendance by level of training.
 - 6. Medical direction and protocols and/or standing orders under the authority of the ambulance service medical director.
 - 7. Exchange and recovery of required minimum equipment and supplies and additional items adopted for local use.
 - 8. Exchange of patient information, records and reports, and quality assurance procedures.
 - 9. Terms of the agreement including effective dates and provisions for termination or amendment.
- (f) First responder services shall maintain professional liability insurance providing indemnity to emergency care personnel and the organization. Each first responder service shall maintain the minimum liability coverage which is set forth in T.C.A. § 29-20-403.

(3) Emergency Medical Responder (First Responder) Training Programs:

(Rule 1200-12-01-.16, continued)

- (a) Shall utilize texts and curriculums approved by the Board.
 - (b) Class size shall not exceed twenty-five (25) students per instructor.
 - (c) Course must be conducted by an instructor authorized by the Division.
 - (d) Shall obtain course approval from the Division.
 - (e) Shall provide an attendance policy acceptable to the Division.
 - (f) Shall maintain accurate attendance records.
 - (g) Must maintain student records, such as exams, attendance records and skills verification for 5 years.
 - (h) Must provide documentation of a student's successful completion of course, attendance, and verification of skills competency to the Division.
 - (i) Must provide adequate classroom space with adequate lighting and ventilation.
 - (j) Must provide adequate lab space for skills practice.
 - (k) Must assure adequate audio visual instructional aids and supplies are available.
 - (l) Must provide adequate equipment for skills training.
- (4) Official response shall be performed only as assigned upon the specific policy guidelines of the coordinating dispatch agency responsible for dispatching emergency ambulances and/or an emergency (911) communications district. No emergency medical first responder or emergency medical response vehicle shall be authorized to make an unofficial response on the basis of information obtained by monitoring a radio frequency of a law enforcement, ambulance service, fire department, rescue squad, or public safety agency.

Authority: §§ 4-5-202, 4-5-204, 68-140-304, 68-140-504, 68-140-504(1) and (2), 68-140-506, 68-140-506(c), 68-140-507, 68-140-508, 68-140-508(a) & (b), and 68-140-517. **Administrative History:** Original rule filed March 25, 1987; effective May 9, 1987. Amendment filed March 7, 1989; effective April 21, 1989. Amendment filed March 7, 1994; effective May 21, 1994. Amendment filed January 9, 1997; effective March 25, 1997. Amendment filed November 16, 2005; effective January 30, 2006. Amendment filed December 16, 2005; effective March 1, 2006. Amendment filed April 6, 2010; effective July 5, 2010. Amendments filed January 11, 2013; effective April 11, 2013.

1200-12-01-.17 UNETHICAL PRACTICES AND CONDUCT. Emergency medical services and emergency medical services personnel shall be subject to discipline or may be denied authorization for unethical practices or conduct which includes but shall not be limited to the following:

- (1) Engaging in acts of dishonesty which relate to the practice of emergency medical care.
- (2) Failing to report to appropriate personnel facts known to the individual regarding incompetent, unethical, or illegal practice of any other emergency medical services personnel.
- (3) Failing to take appropriate action in safeguarding the patient from incompetent health care practices of emergency medical services personnel.
- (4) Violating confidentiality of information or knowledge concerning the patient, except when required to do so by a court of law or authorized regulatory agency.



*Ambrea Kroth
Fire Chief*

Andersonville Volunteer Fire Department

Station 1 – Station Line - 865-494-0563

Chief Ambrea Kroth 865-455-7538

1957 Mountain Road

P.O. Box 340

Andersonville, TN 37705

Station 2

203 Mountain View Lane

Station 3

197 Sequoyah Road

January 9, 2024

Chairman Tracy Wandell
Anderson County Fire Commission

Dear Chairman Wandell,

We previously requested and allotted \$5,000 of county contributed funds to be used for used UHF radios. Since the recent approval by the County Commission to move forward with purchasing radios for county wide interoperability on TACN, AVFD would like to request to instead use the \$5,000 to go towards truck repairs in our fleet.

Sincerely,

Ambrea Kroth
Chief
Andersonville Fire

Anderson County Board of Commissioners
ANIMAL CARE ADVISORY COMMITTEE
MINUTES

January 4, 2024
6:00 P.M. Room 118A

Members Present: Tracy Wandell, Steven Newby, Joe Hall and Steven Verran

Absent: Robert McKamey, Marybeth Skeans , Vada Oberlin, Lauren Biloski and Jeannie Parker

Others Present: Nichole Brooks, Rachel Wallace, Barbara Burton, Katrina Hall, Donna Hejtmanek and Patricia Sewinski

Chairman Wandell called the meeting to order.

Steven Newby made a motion to approve November 2, 2023 Minutes. Second by Joe Hall. Motion carries.

No citizens addressed this committee.

Steven Newby made a motion to form an Animal Care Board consisting of two (2) Commissioners, two (2) at large members appointed by the Mayor, with the Mayor as ex-officio, and four (4) to seven (7) members chosen by the Nominating Committee. Second by Commissioner Verran. Motion carries.

New Business: None.

Old Business: None.

Meeting adjourned.

Next meeting is March 7, 2024 at 6:00 pm in room 118A.