



## **SAFETY COMMITTEE MEETING MINUTES**

**April 14, 2025 @ 5 P.M.**

**City Hall - Board Room**

**CALL THE MEETING TO ORDER:** Present in the Board Room at City Hall were Mayor Hobbs, Alderman Messick, Alderman French, Alderman Crosslin, Police Chief Sipe, Assistant Police Chief Floied, Fire Chief Chambers and Assistant Fire Chief Hickerson.

Chairman French called the meeting to order

**APPROVAL OF AGENDA:** Chairman French asked if anyone had anything to add or take off the agenda before they approve the agenda. Alderman Messick made a motion to approve. Alderman Crosslin seconded the motion. The approval of the agenda passed 3-0.

**CITIZEN COMMENTS:** No citizen comments were made.

**APPROVAL OF THE MINUTES:** Alderman Crosslin made a motion to approve the 03/10/2025 Safety Committee Minutes, and seconded by Alderman Messick. The minutes passed 3-0.

**CODES DEPARTMENT:** Director Fiske was not present for the meeting due to attending the Tennessee Building Officials Conference. Director Fiske did provide a typed report for the safety committee that was included in the committee members packets. Director Fiske's report included the codes department issuing 34 permits for the month of March and collecting \$115,000 in impact fees. Director Fiske held a quarterly employee safety meeting where she discussed increasing safety awareness amongst employees with additional training. Director Fiske is brainstorming ways to include public safety education for accidents involving the public. Director Fiske also included a safety report for the first quarter of 2025 and stated this year's numbers are consistent with the numbers in 2024 with some departmental variation.

**FIRE DEPARTMENT:** Chief Chambers started his departmental review with a monthly department activity report. The department issued 23 burn permits, had 97 total responses, 15 MVA calls and 6 fire calls. The department also conducted 34 inspections, continued follow up inspections of Construction sites, inspected alarm system problems in various hotel and other commercial businesses, and installed 4 Car seats for citizens during the month. Fire personnel completed Commission in Service Training, completed MTAS survey, assisted South Central Human Resources with Commodities drive and started annual hydrant testing. Chief Chambers stated the department is working with MSA vendor for next 2025-2026 budget year to add 10 additional SCBA packs and 10 additional bottles, 5 mask and a blue tooth interface for packs and radios. The department received a new quote for the mobile repeaters of \$73,081.24. This quote includes the repeaters, 2 new portable radios, 2 new mobile radios for repeaters and all the programming associated with upgrade for all portable and vehicles. Alderman Messick asked if the department could get other quotes. Chief Chambers stated they could not due to all radios and repeaters being Motorola. A discussion ensued about radio communications in school buildings before Alderman French said the purchase would be a worthy expense for communication. Chief Chamber stated there is going to be a repeater at AEDC that should strengthen radio signal. A discussion ensued about waiting until the repeater is up to see if that fixes the issue. Alderman Messick stated he didn't want the department to be

anywhere they couldn't talk to someone on the outside because it was unsafe. It was agreed that Chief Chambers check with Motorola about when the new repeater would be online. Chief Chambers is coordinating with the Rosenbauer dealer in Decatur Alabama about a replacement fire engine. The dealer has quoted a price for a Rosenbauer Engine at \$852,600 plus about \$6,200 which includes fire hose, nozzles, AED, and other assorted equipment. The Rosenbauer dealer believes they can provide the vehicle in approximately 18 months to 20 months build time. Chief Chambers received a quote for a new vehicle for the Fire Marshall. The quote the department received was for a Ford Maverick Crew Cab, XLT all-wheel drive, Red in color for \$32,055 govt pricing. The department is also working with a dealer in Decatur Alabama to get some specs on a smaller vehicle for various emergency operations. Once Chief Chambers gets that information, he will reach out to other dealers to see what they can offer also. Assistant Chief Hickerson asked the board to amend the city vehicle ordinance. Assistant Chief Hickerson explained that there is nothing currently in the city ordinance that allows the Assistant Chief a take home vehicle. Assistant Chief Hickerson stated he completed his Safety Officer certification and it would be beneficial to have a safety officer respond to calls. A short discussion ensued before Alderman Messick made a motion to amend the ordinance to add the assistant chief to the take home vehicle policy. Alderman Crosslin seconded the motion and the motion passed 3-0. Assistant Chief Hickerson discussed the Fire House Subs grant stating the grant will fully outfit engine 611 with extrication equipment. The Fire House Subs Grant is a 100% grant and will cover the \$44,000 worth of extrication equipment.

**POLICE DEPARTMENT:** Chief Sipe started his departmental review with the approximate number of calls for service for the month being 1,788, this brings the year-to-date calls for service to approximately 4,747. Chief Sipe noted the department has utilized about 54% of their allocated budget for the year. Chief Sipe spoke about community events stating the department participated in the Special Olympics "Tip-A-Cop Day" at Chick-fil-A. The department also participated in several career days at College Street, Raider Academy, Westwood Elementary, and Coffee County High school. In upcoming events Chief Sipe said the department will be participating in the Special Olympics Torch Run in Tullahoma, and the Middle Tennessee Honor Flight. The department has also been conducting zoom meetings with Bonnaroo officials regarding manpower and scheduling. Chief Sipe stated the department is evaluating the possible purchase of up to six new vehicles from the existing 2024-2025 budget. These vehicles would replace two administrative vehicles and four patrol vehicles. The cost for the fully equipped, four patrol vehicles and two administrative vehicles is \$308,428.80. A discussion ensued before Alderman Crosslin made a motion to send this item with the full amount of \$308,428.80 to budget and finance and the motion was seconded by Alderman Messick. The motion passed 3-0. Chief Sipe explained the department is looking into obtaining quotes to equip each patrol vehicle with a laptop computer so that officers can access department record management software (RMS) to complete reports in the field and have continued access to other databases such as the Criminal Justice Portal and TITAN crash reports. Chief Sipe stated the mobile communications with the departments record management system would require additional means to access and store data via a cloud-based server. Chief Sipe stated the department completed the on-boarding process for Officer Michael Perez as an SRO at Westwood Middle School. The department conducted interviews with three certified officer candidates to fill the remaining two patrol positions. Job offers were extended to candidates Tyler Medley and Jason Hamby, both of whom have accepted their respective offers and completed their pre-employment requirements. Chief Sipe discussed department training stating Officer Matt Delong has been accepted to the Tennessee Law Enforcement Training Academy, Investigator Alford, and Investigator Lendley attended a UTLEIC Sexual Assault Investigations Course, Investigator Alford is currently attending the TBI's Basic Criminal Investigator Academy, Sgt. Leah McGuinn is attending the Women in Law Enforcement Conference, Sgt. Benton Brown and Officer Justin Gault completed Instructor Development Training, Major Mitchell West attended a Less Than Lethal Munitions Instructor Course, and Officer Morgan Myers attended a certified firearms instructor course. Chief Sipe also discussed grants stating the department has submitted a THSO grant application for traffic related DUI enforcement and equipment for budget year 2025-2026. This grant will provide approximately

\$35,000.00 for DUI enforcement labor and ancillary equipment. Chief Sipe explained that Administrative Captain Dale Robertson has been appointed by the Tennessee Highway Safety Office (THSO) to serve as a Network Coordinator, supporting the continuation and expansion of THSO programs within the region and neighboring counties. This role includes an additional \$25,000 in grant funding for the 2024–2025 budget year. These funds will be allocated to cover Captain Robertson’s travel and lodging expenses, support MPD officer labor costs related to THSO enforcement activities, and facilitate the purchase of additional departmental equipment in accordance with THSO guidelines. Chief Sipe stated the Manchester Police Department will receive an additional \$25,000 in grant funding for the 2025–2026 budget year in support of Captain Robertson’s continued role with the Tennessee Highway Safety Office (THSO). This will represent a total of \$60,000.00 in THSO grant funding allocated for the 2025-2026 budget year.

**OLD BUSINESS:**

**NEW BUSINESS:**

**ADJOURNMENT:** Being no other business to discuss, Alderman Crosslin made a motion to adjourn and seconded by Alderman Messick.

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**CHAIRMAN RYAN FRENCH**