



SAFETY COMMITTEE MEETING MINUTES
June 9, 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 Parsley, Alderman Crosslin, Police Chief Sipe, Assistant Police Chief Floied, Fire Chief Chambers, Assistant Fire Chief Hickerson, and Director Fiske.

Alderman Messick called the meeting to order

APPROVAL OF AGENDA:

Alderman Messick asked if anyone had anything to add or take off the agenda before they approve the agenda. Alderman Crosslin made a motion to approve the agenda. Alderman Parsley seconded the motion. The approval of the agenda passed 3-0.

SELECT A CHAIRMAN:

Alderman Messick made a motion to appoint Alderman Parsley as Chairman. This motion was seconded by Alderman Crosslin. The Motion carried 3-0

CITIZEN COMMENTS: No citizen comments were made.

APPROVAL OF THE MINUTES:

Alderman Crosslin made a motion to approve the April 14, 2025 Safety Committee Minutes. The motion was seconded by Alderman Messick. The minutes passed 3-0.

CODES DEPARTMENT:

Director Fiske started her departmental review with an employee safety report. Director Fiske stated the May 2025 work related accidents were significantly less than May 2025. Director Fiske added that slip, trip and fall accidents have decreased drastically and she will start a quarterly report instead of a monthly report to insure better numbers. Alderman Crosslin stated the employee safety report shows that talking about safety and sending out monthly safety topics really help and added that Director Fiske did a great job. Next, Director Fiske went over her departmental review stating her department collected \$34,752 in Building and related permits, \$111,027 in impact fees, \$1,600 in stormwater permits, \$1075 in PC submittals, and \$9,791 in plan review fees for the month. The Codes Department preformed eighty-four storm site inspections, and issued eleven notices of violations for the month. Director Fiske stated the Codes department also had five rezoning request and one plat submitted for the month. Alderman Messick asked Director Fiske if there is any fines or citations associated with the signs being placed in the city 10 days before the event and still up 3 days after the event. Director Fiske stated the Codes department typically pulls signs that are in violation. Director Fiske included results for residential building inspection program. The state of Tennessee Department of Commerce and Insurance completed a review of the Codes department

jurisdictions to conduct residential building inspections. Based on the states review, the residential building constructions and fire safety codes are adequately enforcing the adopted residential building codes and standards and properly performing inspections.

FIRE DEPARTMENT:

Chief Chambers started his departmental review with thirty-six burn permits issued, ninety-eight total responses, seven motor vehicle accidents, seven fires for the month. Chief Chambers stated the department conducted twenty-seven inspections, installed five car seats for citizens, installed ten smoke alarms in four residences, and assisted EMS five times this month. Chief Chambers stated department personnel completed Advanced Extraction Officer Training in Gatlinburg, assisted South Central Human Resources with a commodities drive, attended College Street Elementary end of school cook out, participated in field day activities for Westwood and College Street Elementary Schools, and assisted the Manchester Police Department with the graduation Parade. Alderman Crosslin stated both the police department and fire department did an excellent job working traffic for the graduation parade. Chief Chambers stated fire hydrant painting will be starting the week of June 16, 2025. The plan is to do the parks, Rec. Center, Hillsboro Blvd., Highway 55 then the Westwood area. Chief Chambers received a new quote for the Motorola Repeaters for \$58,583.88. This quote is down \$14,498 from the previous quote. This includes repeaters, two new mobile radios for repeaters and all the programming associated with upgrades for all portables and vehicles. Chief Chambers stated the new vehicle for the Fire Marshall has been ordered through a dealer in Murfreesboro and the expected delivery is possibly July 2025. Chief Chambers stated he is working with MSA vendor for the next 2025-2026 budget year to add ten additional SCBA packs and 10 additional bottles, five masks and a blue tooth interface for packs and radios. Chief Chambers is still in coordination with the Rosenbauer dealer in Decatur Alabama and they have quoted a price for a Rosenbauer Engine at \$852,600 plus about \$6,200 to include fire hose, nozzles, AED, and other assorted equipment. Chief Chambers stated there may be an additional price increase of \$50,000 due to new EPA engine on vehicles built after January 2026. The Rosenbauer dealer believes they can provide the vehicle in approximately 18 to 20 months build time. Chief Chambers is working with a dealer in Decatur Alabama to get some specs on a smaller vehicle for various emergency operations. Chief Chambers says new software is being added to the department's existing system to check vehicles daily from cell phone or iPad. The department has started putting inventories for vehicles, air packs hose, and other tools and equipment in the system. Chief Chambers reports that it is working very well so far.

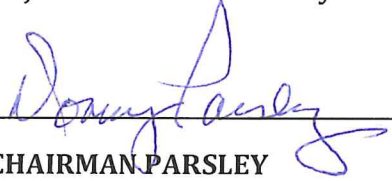
POLICE DEPARTMENT: Chief Sipe began his departmental review with the department calls for Service for May being 1,834, this brings the Year-to-Date calls for 2025 to 8,268. Chief Sipe stated the Manchester Police Department has currently utilized approximately 75% of its 2024-2025 allocated budget. Chief Sipe highlighted past events stating the Police department participated in Special Olympics Law Enforcement Torch Run (Tullahoma, TN), Honor Flight of Middle TN (Escort from CCAP to I-24), National Day of Prayer on the square in Manchester, Farm/City Day at the Coffee County Fairgrounds, College Street Elementary Career Day, New Codes Department Open House, reinforcing interdepartmental collaboration and community engagement, Assisted with traffic for the CCHS Graduate Parade & Graduation night, and Good Friends Music Fest at the Rotary Amphitheater. Chief Sipe stated the department met with all city employees assisting with Bonnaroo traffic operations and provided training on proper and safe traffic management control. A clear overview of roles and responsibilities during the event were also discussed. This training included discussions on personal health and well-being during the event, emphasizing the importance of recognizing and mitigating risks associated with heat

exposure, proper hydration, sun protection, and other environmental factors. Employees will be provided with reflective traffic vest, whistles, lighted batons for night traffic and drinks, i.e., water, Gatorade, and sport drinks throughout their work schedules. Chief Sipe stated additional operations priorities include daily assessment of manpower needs to ensure adequate personnel coverage and support throughout the event, reassessment of traffic routing strategies during periods of peak congestion, prioritizing the health and well-being of all city personnel during the event, servicing and performing operational checks on equipment, daily operational meetings conducted by MPD staff, our law enforcement partners, TDOT and Bonnaroo officials to help support the timely identification and resolution of any emerging issues throughout the duration of the festival, traffic congestion at the intersection of Highway 41 and Highway 55 is expected to be a significant concern this year due to ongoing bridge construction on Highway 55 near Orr Street. The department will actively monitor this area and provide alternate routing information to motorists during periods of peak congestion. Despite these efforts, increased traffic delays are anticipated, particularly during the two days leading up to the event and on the following Monday as the remaining festival goers exit the event alongside local work traffic. Next, Chief Sipe reported that the department recently took delivery of two of the six recently purchased Durangos. One of these has been assigned to Captain Robertson and the other to Investigator Alford. The remaining four units will be assigned to patrol. Chief Sipe stated Officer Matt Delong is progressing well at the Tennessee Law Enforcement Training Academy and he is due to graduate June 20, 2025. Officers Zach Smotherman, Justin Smith, and Hunter Thompson completed TLETA. Orientation is on May 30, 2025 and they will begin their academy training on July 6, 2025. Chief Sipe stated Investigator Alford completed TBI Basic Criminal Investigator Academy (Chattanooga, TN), Chief Inv. Bryan Eldridge completed Tennessee Law Enforcement Executive Development school, Admin. Capt. Dale Robertson and Sgt. Benton Brown attended Multi-Agency Active Threat and Integrated Response training. This training focused on enhancing integration with fire and EMS during active shooter events. Inv. Ben Sneed completed Cryptocurrency Investigations training (TBI Cybercrime and Digital Evidence Unit); Officer Alicean Stottlemeyer became a certified Child Passenger Safety Technician. The department will provide free instruction and car seat inspections to the community. Chief Sipe & Chief Inv. Eldridge attended an Administrative Drug Fund Management course sponsored by UT Institute for Public Service & MTAS, Officer Cody McMurtry and Officer Jonathon Prater completed Advance Roadside Impaired Driving Enforcement (ARIDE) sponsored by TN Highway Safety Office (THSO), Officer Timothy Green Completed 2025 Street COP conference sponsored by Street Cop. Chief Sipe made the recommendation to install 5 MPH speed limit signs on McGuire Street and Campbell Lane. Chief Sipe explained that both McGuire Street and Campbell Lane serve as primary access routes to the area in front of the Amphitheater via Rotary Park. To enhance pedestrian and vehicular safety in this traffic zone—particularly during events and recreational use—it is recommended that 5 MPH speed limit signs be prominently posted on these roadways reducing vehicle speed in this shared-use area is critical to minimizing the risk of accidents and ensuring a safe environment for all park visitors. Alderman Parsley made a motion to post 5mph speed limit signs at McGuire Street and Campbell Lane. The motion was seconded by Alderman Crosslin and the motion passed 3-0. Alderman Crosslin asked what are the next steps to follow-up with the pedestrian cross walks in front of Walmart. Chief Sipe stated he contacted TDOT and they stated they would have to send an engineer to do a traffic study but the concern was there were no side walks in the area to support pedestrian traffic.

OLD BUSINESS:

NEW BUSINESS:

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



CHAIRMAN PARSLEY