



## **SAFETY COMMITTEE MEETING MINUTES**

**July 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 Parsley, Alderman Crosslin, Police Chief Sipe, Assistant Police Chief Floied, Fire Chief Chambers, Assistant Fire Chief Hickerson, and Director Fiske.

Alderman Parsley called the meeting to order

### **APPROVAL OF AGENDA:**

Alderman Parsley asked if anyone had anything to add or remove from the agenda before they approve the agenda. Alderman Messick made a motion to approve the agenda. 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 June 9, 2025 Safety Committee Minutes. The motion was seconded by Alderman Messick. The minutes passed 3-0.

**CODES DEPARTMENT:** Director Fiske stated her department is currently getting quotes for a new online permitting database that is more inspection friendly. Director Fiske completed a thirty-hour OSHA certification in June. This certification will aid in different safety aspects for the city. Director Fiske would like one person from every department to take the thirty-hour OSHA certification in the future. Next, Director Fiske went over the employee safety review stating the quarterly review compared to the quarterly review this time last year shows a decrease of seven accidents. The year-over-year report shows a decrease of forty-six accidents. Director Fiske stated she would like to add an additional representative from the Water/Sewer and Parks and Rec. departments at the employee safety meeting as all other departments currently have two representatives attend the meeting and these departments only send one representative. Alderman Crosslin stated the Public Works department had twenty-six injuries in 2024, and only six injuries to this point in 2025. Alderman Crosslin stated this is very good work by the Public Works department, but on the other hand Parks and Rec. had twenty-nine injuries all last year and are already at twenty injuries this year. Alderman Crosslin asked of those accidents what percentage was customers in the Rec. Center. Director Fiske stated many of those were kids who slip, trip, and fall at the pool or play room. Director Fiske stated she has been conducting department safety audits and Mayor Hobbs suggested she do a safety audit of the Rec. Center specifically of the pool area while it is in full swing during the Summer.

**FIRE DEPARTMENT:** Chief Chambers stated the department issued thirty burn permits for the month of June, a total of seventy-four responses, responded to sixteen motor vehicle accidents, one fire, conducted fifteen inspections, installed one car seat for citizens,

installed ten smoke alarms, had five EMS assists for the month of June. Chief Chambers stated the 2007 Trail Blazer is out of service due to a small hole in the frame and will be listed on Gov. Deals. Fireman Price completed his Emergency Vehicle technician certification and Fireman Novoa and Frame passed their Fire Fighter two training and are now qualified. The department participated in Touch the Truck event at the Manchester Library, assisted the police department with Bonnaroo traffic control, assisted the Water department in finding a leak on John Roberts drive, and completed hydrant testing for the year, and fire hydrant painting was completed. Chief Chambers conducted interviews for Lieutenant and promoted Jonathan Siler. The new vehicle for the Fire Marshall should be in this coming month, and Chief Chambers is working with vendors to get ten additional air packs, bottles, and masks. Chief Chambers discussed the purchase of a used 2010 Pierce fire engine. This fire engine would replace a 1997 fire engine. Chief Chambers explained the 2010 Pierce engine would be in service for ten years and the department would sale the 1997 fore engine to recover some of the cost. A discussion ensued between the committee and Chief Chambers before Alderman Parsley made a motion to send the purchase to Finance. The motion was seconded by Alderman Crosslin and the motion passed 3-0. Assistant Fire Chief Hickerson discussed the purchase of two new vehicles and the One hundred thousand dollars set aside in this year's budget for the vehicles. A Dodge Ram 1500 crew cab for \$35,491 would be used for hauling equipment during fires, schools, moving equipment from each department and training. The GMC Sierra 2500 crew cab for \$49,176.20 would be used as a captain vehicle. A discussion ensued before Alderman Messick made a motion to move this purchase to finance. This motion was seconded by Alderman Parsley. The motion passed 3-0.


**POLICE DEPARTMENT:** Chief Sipe began his departmental review with the department calls for service for June being approximately two thousand two-hundred and seventy-three calls. Chief Sipe discussed the departments community events including Bonnaroo, crowd, and traffic control during the City's July 4<sup>Th</sup> firework show, and assisting with the Tennessee Highway Safety Office "Check Point." The department is currently awaiting the up-fitting of one remaining vehicle from the previous budget year. The department anticipates the vehicle to be fully equipped and placed into service within the next couple of weeks. The department installed digital message boards in the police lobby area and in the police squad room. The message boards will provide information to citizens and employees of upcoming city and community events, while also serving as a tool to keep officers informed of important department matters. Chief Sipe stated the department received shipment of the new Glock 9mm pistols. These pistols in a mounted optic sight and flashlight to aid in accuracy and target acquisition in low light or dark environmental conditions. Chief Sipe stated the department had two officers resign and the department currently has those two positions to fill. Chief Sipe stated the department recognized Officer McMurtry as the Manchester Police Department's "Officer of the Quarter." Chief Sipe stated Officer McMurtry has served with the department for two years and has consistently demonstrated exceptional performance. Chief Sipe stated Officer DeLong graduated from the Tennessee Law Enforcement Training Academy, and Officer Smotherman and Officer Thompson began their twelve-week training academy on July 6, 2025. Chief Sipe is currently participating in the Tennessee Association of Chiefs of Police Executive Leadership Development Program. The department is currently in the process of fulfilling the necessary requirements and preparing the application for the 2025-2026 School Resource Officer Grant through the Tennessee Department of Safety and Homeland Security. The department anticipates receiving approximately \$75,000 per SRO for each of the three city schools, for a total grant award of \$225,000. The Manchester Police Department recently received a favorable annual review from the Tennessee Highway

Safety Office on the use of the THSO grant funding. Annual reviews are conducted by THSO Grant Managers to ensure compliance with grant guidelines and proper utilization of award funds. Chief Chambers stated the Tennessee General Assembly and the Governor enacted Public Chapter 459, amending the Municipal Court Reform act T.C.A.16-18-304(a). This public chapter increased the Municipal Training Education fee paid by the city to the Tennessee Department of Revenue from one dollar to two dollars for every court cost paid. This became effective on July 1, 2025. An Ordinance amendment to Manchester Municipal Code 3-202 has been drafted by city attorney Craig Johnson, and was presented this at the safety committee for consideration. Alderman Parsley made a motion to send this item to finance and the motion was seconded by Alderman Crosslin. The motion passed 3-0.

**OLD BUSINESS:** Mayor Hobbs presented the committee with extending the Employee Wellness program to all employees, and not just first responders. Alderman Messick made a motion to send this item to finance. The motion was seconded by Alderman Crosslin. The motion passed 3-0

**NEW BUSINESS:**

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

  
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**CHAIRMAN PARSLEY**