

RESOLUTION

NO. 2013/07/01

To the HONORABLE MELVILLE BAILEY, Chairman, and Members of the Hawkins County Board of Commissioners in Regular Session, met this 22nd day of July, 2013.

RESOLUTION IN REF: APPROVAL OF REVISED LOCATION FOR THE SEPTEMBER 2013 REGULAR COUNTY COMMISSION MEETING

WHEREAS, the Hawkins County Commission meets monthly and each year sets the time, date, and place for the next calendar year's meetings; and,

THEREFORE, BE IT RESOLVED that the schedule for calendar year 2013 be revised for the month of September, 2013 as follows;

September 23, 7:00 p.m. Mt. Carmel Senior Center

FURTHER, that Special Called Meetings may be held with proper notice and Regular Scheduled meetings may be changed with proper notice.

INTRODUCED BY: Fred Castle
SECONDED BY : Syble Vaughan Trent
DATE SUBMITTED: 7/8/13
D. Canoll Jenkins
COUNTY CLERK

ACTION AYE NAY PASSED
ROLL CALL ___ ___ ___
VOICE VOTE ___ ___ ___
ABSENT ___ . .

BY: _____
Melville Bailey
CHAIRMAN

COMMITTEE ACTION

RESOLUTION

No. 20131 071 02

To the HONORABLE MELVILLE BAILEY, Chairman, and Members of the Hawkins County Board of Commissioners in Regular Session, met this 22nd, day of July, 2013.

RESOLUTION IN REF: AMENDMENT TO RESOLUTION 2013/04/02 MAKING IT MANDATORY THAT ALL HAWKINS COUNTY OFFICIALS, COUNTY EMPLOYEES, AND COUNTY COMMISSIONERS HAVE A HAWKINS COUNTY BAR-CODED PHOTO ID CARD

WHEREAS, Bar-Coded Photo ID Cards are available for Hawkins County Officials, County Employees and County Commissioners; however, not all County Officials, County Employees and County Commissioners have requested said ID card; and

WHEREAS, in an emergency event, it is possible that a Hawkins County Official, County Employee or County Commissioner would be needed in an area affected by said emergency event or in the Emergency Command Center; and

WHEREAS, in said emergency event, where an area would be closed and/or monitored by emergency agencies, Hawkins County Officials, County Employees or County Commissioners would not be allowed in the said emergency area or command center without a Hawkins County Bar-Coded Photo ID Card that identifies what agency they are associated with; and

WHEREAS, the Public Safety Committee met on March 8, 2013 and voted unanimously to recommend to the full County Commission that every Hawkins County Official, County Employee and County Commissioner be required to obtain a Hawkins County Bar-Coded Photo ID Card.

WHEREAS, the Public Safety Committee met on June 13, 2013 and voted unanimously to recommend to the full County Commission that Current County Officials, County Employees and County Commissioners that do not have a Hawkins County Bar-Coded Photo ID Card will have thirty (30) days from approval of this resolution to become compliant. New County Officials, County Employees and County Commissioners must acquire a Hawkins County Photo ID Card within two (2) weeks of employment, election or appointment; and (minutes are attached)

WHEREAS, the Public Safety Committee met on June 13, 2013 and voted unanimously to recommend to the full County Commission that Hawkins County Officials and employees be required to have their Hawkins County Bar-Coded Photo ID Card in their possession and in plain sight during regular work hours, or anytime they are on county property during an emergency event involving the county, and that County Commissioners be required to have in their possession their Hawkins County Bar-Coded Photo ID Card and in plain sight anytime they are acting in an official capacity or when they are on county property during an emergency event involving the county.

THEREFORE, BE IT RESOLVED that approval be given making it mandatory that every current Hawkins County Official and County Employee be required to acquire a Hawkins County Bar-Coded Photo ID Card within 30 days from approval of this resolution, and that new County Officials, County Employees and County Commissioners be required to acquire a Hawkins County Photo ID Card within two weeks of employment, election or appointment; and that County Officials and employees are required to have their Hawkins County Bar-Coded Photo ID Card in their possession and in plain sight during regular work hours, or anytime they are on county property during an emergency event involving the county, and that County Commissioners are required to have in their possession their Hawkins County Bar-Coded Photo ID Card and in plain sight anytime they are acting in an official capacity or on county property during an emergency event involving the county.

Introduced By Esq. **Bob Palmer, Chmn, Public Safety Comm**

Seconded By Esq. _____

Date Submitted 7-8-13

County Clerk A. Carroll Jenkins

By: _____

Chairman Melville Bailey

ACTION: AYE NAY PASSED

Roll Call _____

Voice Vote _____

Absent _____

COMMITTEE ACTION

MINUTES

HAWKINS COUNTY

EMA / PUBLIC SAFETY COMMITTEE

June 13, 2013

MEMBERS PRESENT: Dwight Carter, Darrell Gilliam, Linda Kimbro, John Metz, Bob Palmer and Stacy Vaughan

MEMBERS ABSENT: Fred Castle

OTHERS PRESENT: County Mayor Melville Bailey; Alana M. Roberts, County Mayor Staff; County Commissioner Charlie Freeman; Gary Murrell, and Jamie Miller Hawkins County EMA; Curtis Bean, Lakeview Vol. Fire Dept.; Gay Murrell, Director E-911/Central Dispatch Center; Scott Alley, Hawkins County Sheriff's Office; John Conley, Central Communications; Rick Hall, CTAS; Becky Brock and Rich Cieler, Local Government Insurance Pool; Bill Grubb, Rogersville Review; Jeff Bobo, Kingsport Times News

CALL TO ORDER:

Chairman Palmer called the meeting to order at 9:15 a.m. After roll call it was noted that six (6) members were present and one (1) member was absent representing the appropriate number of members for a quorum.

APPROVAL OF MINUTES:

A MOTION was made by Commissioner Vaughan and seconded by Commissioner Metz to accept the Minutes of the March 8, 2013 EMA-Public Safety Committee meeting as previously mailed. Motion passed unanimously.

Chairman Palmer recognized and welcomed Rich Cieler and Becky Brock with Local Government Insurance Pool, and Rick Hall with CTAS.

HAZARD INSPECTIONS PERFORMED BY SAFETY DESIGNEE:

Safety Designee Gary Murrell reported that as part of his responsibility as Safety Designee per State Code he performs safety inspections of County property with the intent to identify potential hazards and to prevent potential property damage and personal injuries. Written safety recommendations are presented to the office holder/department head and a follow-up inspection is made. Murrell advised that some of the office holders/department heads are not complying with his recommendations, and he asked this committee for direction regarding his enforcement authority.

The Committee was further advised that due to the certification of the Safety Designee, the County is receiving a 1% insurance premium discount to encourage more safety compliance in an attempt to reduce the number of claims filed.

After considerable discussion, a MOTION was made by Commissioner Vaughan and seconded by Commissioner Metz for the Safety Designee to continue with the safety inspections and safety recommendations. If the office holder/department head does not respond to the recommendations in writing within 30 days, the office holder/department head will be asked to appear before the EMA-Public Safety Committee to respond to the recommendations. Motion passed unanimously.

WORKERS' COMPENSATION

Becky Brock and Rich Cieler with the Local Government Insurance Pool were in attendance and explained that they were not an insurance company, but through CTAS the Local Government Insurance Pool was organized to help counties have affordable insurance. Counties supported by LGIP pay in a premium to the pool, and the pool pays for all claims under \$500,000. A study was performed over the past 10 years to determine each member's premium vs. the amount paid out in claims. The study shows that Hawkins County has paid out more in claims than was paid in through premiums. The result is that in FY 2013-2014 the LGIP will require a higher deductible.

LGIP suggests that all departments need to be aware of claims, and the need for safety training and compliance. The Highway Department is now participating in Safety Training and as a result has shown a substantial drop in the number of claims filed.

After a general discussion regarding ways to reduce the number of claims, and to further encourage safety training, a MOTION was made by Commissioner Vaughan and seconded by Commissioner Gilliam directing the in-house Occupational Safety & Health Committee to continue monitoring the Workers' Comp claims filed and to report quarterly to the EMA-Public Safety Committee. Motion passed unanimously.

ADDENDUM TO THE DRUG FREE WORKPLACE POLICY - -

DILUTE NEGATIVE and DILUTE POSITIVE

The Committee was advised that the in-house Occupational Safety & Health Committee has studied the issue of a Dilute Negative and a Dilute Positive test result, and said Committee recommends to the EMA-Public Safety Committee an addendum to the existing Drug Free Workplace Policy to address the procedure if a Dilute Negative test result should occur or a Dilute Positive test result should occur.

A general discussion took place regarding the authority of the Drug Free Workplace Policy if it was not addressed in the Employee Handbook. The Committee was advised that the Drug Free Workplace Policy supersedes the Employee Handbook. County Mayor Bailey was asked to inform the elected officials/office holders that the Drug Free Workplace Policy be included in all Employee Handbooks.

The Committee was further advised by the Safety Designee that an Evacuation Plan is being provided to all employees, and that an annual evacuation drill will be performed per State requirement. This drill is for the safety of County employees as well as visitors within County buildings.

A MOTION was made by Commissioner Vaughan and seconded by Commissioner Metz to recommend to County Commission the Addendum to the Drug Free Workplace Policy – Dilute Negative and Dilute Positive. Motion passed unanimously.

COUNTYWIDE AGENCY COMMUNICATIONS

EMA Director Gary Murrell informed the Committee that the existing communications equipment located at Bays Mountain, Clinch and Town Knob is deteriorating, causing communications difficulties for emergency agencies countywide. Two of the communication sites have been storm damaged and a claim will be filed with the insurance provider to make necessary repairs. The remaining site is operating at less than 50% due to wear and tear on the equipment and exposure to the elements. A communications consultant has evaluated the equipment and recommends replacement at a cost of \$8,600, and that a maintenance contract be put in place to include a preventive maintenance program.

The communications equipment was purchased through Homeland Security grants and must be maintained.

A MOTION was made by Commissioner Vaughan and seconded by Commissioner Gilliam to prepare an Out-Of-Order Resolution for June 2013 County Commission to appropriate funds from Unassigned Fund Balance, or some other source, to purchase replacement equipment and needed repairs, and to enter into a maintenance contract to include preventive maintenance. Motion passed unanimously.

EMA REPORT

EMA Director Gary Murrell reports the following:

- The new EMA vehicle has been delivered and equipment is being installed.
- Several response trailers are now in service
- Receiving grants from Wal-Mart stores in the area for emergency supplies
- A statewide disaster drill will take place June 24 and 25, 2013 that will require pinpointing all locations to be evacuated. The Emergency Operation Center (EOC) will be fully operational on these two dates. This drill is a requirement for EMPG grants.
- The Community Emergency Response Team (CERT) is an agency that was developed to train civilians to meet immediate emergency needs during an area-wide threat of a major disaster. Hawkins County has a new team leader.
- The E-911 Board of Directors has approved the agreement between Hawkins County and Hawkins County Emergency Communications (a/k/a E-911) to install a storage garage on E-911 property for storage of Emergency Management equipment. A resolution will be presented to County Commission in July 2013.

* COUNTY BAR-CODED PHOTO ID CARD

Chairman Palmer explained to the Committee that the resolution approved in April 2013 mandating Hawkins County Bar-Coded Photo ID Cards did not specify a time line to obtain the said ID cards. An amended resolution will be presented to the July 2013 County Commission establishing a time frame to obtain said ID cards. Current County officials, County employees and County Commissioners that do not have a Hawkins County Bar-Coded Photo ID Card will have thirty (30) days from approval of said resolution to become compliant. New County officials, County employees and County Commissioners must acquire a Hawkins County Bar-Coded Photo ID Card within two (2) weeks of employment or election.

The said resolution will also require County officials and County employees to have their Hawkins County Bar-Coded Photo ID Card in their possession and in plain sight during regular work hours, or anytime they are on County property during an emergency event involving the County, or anytime they are representing the County during an emergency event involving the County. County Commissioners are required to have in their possession their Hawkins County Bar-Coded Photo ID Card and in plain sight anytime they are on County

property during an Emergency Event involving the County, or anytime they are representing the County during an Emergency Event involving the County.

A MOTION was made by Commissioner Vaughan and seconded by Commissioner Gilliam to recommend to County Commission the amendment to the resolution making it mandatory that County officials, County employees and County Commissioners have a Hawkins County Bar-Coded Photo ID Card. Motion passed unanimously.

COUNTYWIDE FIRE DEPARTMENT REPORT:

Fireman Curtis Bean reported that the Firemen's Association, fire departments and CTAS would have their first meeting the last week in June 2013. He expressed his concern that some fire departments were not responding when dispatched.

ADJOURN:

There being no further business to be considered by the Committee at this time, a MOTION was made by Commissioner Vaughan and seconded by Commissioner Carter to adjourn. Meeting adjourned at 11:27 a.m.

Alana M. Roberts
Recording Secretary

RESOLUTION

No. 2013/ 07 / 03

To the HONORABLE MELVILLE BAILEY, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 22nd day of July ,2013.

RESOLUTION IN REF: APPROVAL TO AMEND THE DRUG FREE WORKPLACE POLICY TO INCLUDE DILUTE NEGATIVE AND DILUTE POSITIVE TESTING RESULTS

WHEREAS, The Drug Free Workplace policy approved by Hawkins County Board of Commissioner on Resolution 2011-04-02 did not address the guidelines if a Dilute Negative or a Dilute Positive test result should occur; and

WHEREAS, the Occupational Safety and Health Committee recommended to the Public Safety committee at the June 13, 2013 meeting that an amendment be made to the Drug Free Workplace Policy to include the guidelines if a Dilute Negative or a Dilute Positive Test Result occurs. The committee voted unanimously to recommend to full Commission that the attached guidelines be included in the policy.

THEREFORE, BE IT RESOLVED THAT approval be given to include, under the Testing Circumstances section of the Drug Free Workplace Policy, the attached Guidelines for a Dilute Negative and Dilute Positive test result.

Introduced By Esq. Darrell Gilliam, Chrmn.- Public Safety Comm

Seconded By Esq. _

Date Submitted 7-8-13

A. Carroll Jenkins
County Clerk

By: _____

Chairman Melville Bailey

ACTION: AYE NAY PASSED

Roll Call _____

Voice Vote _____

Absent _____

COMMITTEE ACTION

Hawkins County , TN
DRUG FREE WORKPLACE POLICY

Amendment: to include
Dilute Negative – Dilute Positive

TESTING CIRCUMSTANCES

Dilute Negative – Dilute Positive

1. If a test result is received indicating a **Dilute Negative** result:
 - a. The employee will be advised with a minimum possible advance notice that another test will be required. The employee will be advised to refrain from drinking excess amounts of fluid prior to the second specimen given.
 - b. In the event the second specimen is classified as Dilute Negative, the employer will determine to accept the second specimen or to reject the second specimen.
 - c. If the sample is accepted, the test result will be classified as Negative.
 - d. If the specimen is rejected, the employer has the right to cease all hiring activities for the employee if the employee is a new hire (within 5 working days). If the specimen is taken from a current employee, the department head has the right to discipline or terminate employment.
2. If a test result is received indicating a **Dilute Positive** result:
 - a. The employer will classify the test as Positive. The guidelines will be followed same as a Positive Drug Screen.

MINUTES

HAWKINS COUNTY

EMA / PUBLIC SAFETY COMMITTEE

June 13, 2013

MEMBERS PRESENT: Dwight Carter, Darrell Gilliam, Linda Kimbro, John Metz, Bob Palmer and Stacy Vaughan

MEMBERS ABSENT: Fred Castle

OTHERS PRESENT: County Mayor Melville Bailey; Alana M. Roberts, County Mayor Staff; County Commissioner Charlie Freeman; Gary Murrell, and Jamie Miller Hawkins County EMA; Curtis Bean, Lakeview Vol. Fire Dept.; Gay Murrell, Director E-911/Central Dispatch Center; Scott Alley, Hawkins County Sheriff's Office; John Conley, Central Communications; Rick Hall, CTAS; Becky Brock and Rich Cieler, Local Government Insurance Pool; Bill Grubb, Rogersville Review; Jeff Bobo, Kingsport Times News

CALL TO ORDER:

Chairman Palmer called the meeting to order at 9:15 a.m. After roll call it was noted that six (6) members were present and one (1) member was absent representing the appropriate number of members for a quorum.

APPROVAL OF MINUTES:

A MOTION was made by Commissioner Vaughan and seconded by Commissioner Metz to accept the Minutes of the March 8, 2013 EMA-Public Safety Committee meeting as previously mailed. Motion passed unanimously.

Chairman Palmer recognized and welcomed Rich Cieler and Becky Brock with Local Government Insurance Pool, and Rick Hall with CTAS.

HAZARD INSPECTIONS PERFORMED BY SAFETY DESIGNEE:

Safety Designee Gary Murrell reported that as part of his responsibility as Safety Designee per State Code he performs safety inspections of County property with the intent to identify potential hazards and to prevent potential property damage and personal injuries. Written safety recommendations are presented to the office holder/department head and a follow-up inspection is made. Murrell advised that some of the office holders/department heads are not complying with his recommendations, and he asked this committee for direction regarding his enforcement authority.

The Committee was further advised that due to the certification of the Safety Designee, the County is receiving a 1% insurance premium discount to encourage more safety compliance in an attempt to reduce the number of claims filed.

After considerable discussion, a MOTION was made by Commissioner Vaughan and seconded by Commissioner Metz for the Safety Designee to continue with the safety inspections and safety recommendations. If the office holder/department head does not respond to the recommendations in writing within 30 days, the office holder/department head will be asked to appear before the EMA-Public Safety Committee to respond to the recommendations. Motion passed unanimously.

WORKERS' COMPENSATION

Becky Brock and Rich Cieler with the Local Government Insurance Pool were in attendance and explained that they were not an insurance company, but through CTAS the Local Government Insurance Pool was organized to help counties have affordable insurance. Counties supported by LGIP pay in a premium to the pool, and the pool pays for all claims under \$500,000. A study was performed over the past 10 years to determine each member's premium vs. the amount paid out in claims. The study shows that Hawkins County has paid out more in claims than was paid in through premiums. The result is that in FY 2013-2014 the LGIP will require a higher deductible.

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*** ADDENDUM TO THE DRUG FREE WORKPLACE POLICY - - DILUTE NEGATIVE and DILUTE POSITIVE**

The Committee was advised that the in-house Occupational Safety & Health Committee has studied the issue of a Dilute Negative and a Dilute Positive test result, and said Committee recommends to the EMA-Public Safety Committee an addendum to the existing Drug Free Workplace Policy to address the procedure if a Dilute Negative test result should occur or a Dilute Positive test result should occur.

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A MOTION was made by Commissioner Vaughan and seconded by Commissioner Metz to recommend to County Commission the Addendum to the Drug Free Workplace Policy – Dilute Negative and Dilute Positive. Motion passed unanimously.

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The communications equipment was purchased through Homeland Security grants and must be maintained.

A MOTION was made by Commissioner Vaughan and seconded by Commissioner Gilliam to prepare an Out-Of-Order Resolution for June 2013 County Commission to appropriate funds from Unassigned Fund Balance, or some other source, to purchase replacement equipment and needed repairs, and to enter into a maintenance contract to include preventive maintenance. Motion passed unanimously.

EMA REPORT

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- Several response trailers are now in service
- Receiving grants from Wal-Mart stores in the area for emergency supplies
- A statewide disaster drill will take place June 24 and 25, 2013 that will require pinpointing all locations to be evacuated. The Emergency Operation Center (EOC) will be fully operational on these two dates. This drill is a requirement for EMPG grants.
- The Community Emergency Response Team (CERT) is an agency that was developed to train civilians to meet immediate emergency needs during an area-wide threat of a major disaster. Hawkins County has a new team leader.
- The E-911 Board of Directors has approved the agreement between Hawkins County and Hawkins County Emergency Communications (a/k/a E-911) to install a storage garage on E-911 property for storage of Emergency Management equipment. A resolution will be presented to County Commission in July 2013.

COUNTY BAR-CODED PHOTO ID CARD

Chairman Palmer explained to the Committee that the resolution approved in April 2013 mandating Hawkins County Bar-Coded Photo ID Cards did not specify a time line to obtain the said ID cards. An amended resolution will be presented to the July 2013 County Commission establishing a time frame to obtain said ID cards. Current County officials, County employees and County Commissioners that do not have a Hawkins County Bar-Coded Photo ID Card will have thirty (30) days from approval of said resolution to become compliant. New County officials, County employees and County Commissioners must acquire a Hawkins County Bar-Coded Photo ID Card within two (2) weeks of employment or election.

The said resolution will also require County officials and County employees to have their Hawkins County Bar-Coded Photo ID Card in their possession and in plain sight during regular work hours, or anytime they are on County property during an emergency event involving the County, or anytime they are representing the County during an emergency event involving the County. County Commissioners are required to have in their possession their Hawkins County Bar-Coded Photo ID Card and in plain sight anytime they are on County

property during an Emergency Event involving the County, or anytime they are representing the County during an Emergency Event involving the County.

A MOTION was made by Commissioner Vaughan and seconded by Commissioner Gilliam to recommend to County Commission the amendment to the resolution making it mandatory that County officials, County employees and County Commissioners have a Hawkins County Bar-Coded Photo ID Card. Motion passed unanimously.

COUNTYWIDE FIRE DEPARTMENT REPORT:

Fireman Curtis Bean reported that the Firemen's Association, fire departments and CTAS would have their first meeting the last week in June 2013. He expressed his concern that some fire departments we not responding when dispatched.

ADJOURN:

There being no further business to be considered by the Committee at this time, a MOTION was made by Commissioner Vaughan and seconded by Commissioner Carter to adjourn. Meeting adjourned at 11:27 a.m.

Alana M. Roberts
Recording Secretary

RESOLUTION

No. 2013/ 07 104

To the HONORABLE MELVILLE BAILEY, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this July day of 22 ,2013.

RESOLUTION IN REF: APPROVAL TO ENTER INTO AN AGREEMENT BETWEEN HAWKINS COUNTY EMERGENCY COMMUNICATION and HAWKINS COUNTY EMERGENCY MANAGEMENT AGENCY ALLOWING A METAL GARAGE TO BE INSTALLED AND STORE EQUIPMENT TRAILERS ON THEIR PROPERTY At 2291 E. MAIN STREET ROGERSVILLE. TN

WHEREAS, Hawkins County Emergency Management Agency has several different trailers for storage of equipment that is used in emergency events; and

WHEREAS, Hawkins County Emergency Communication Board has agreed to allow Hawkins County Emergency Management Agency construct a three sided metal garage and store these trailers on their fenced property at 2291 E. Main Street, Rogersville Tennessee; and

WHEREAS, on April 30, 2013, the Public Buildings Committee meet and approved that Hawkins County Emergency Management Agency be allowed to enter into an agreement with Hawkins County Emergency Communication, of which is attached for approval, for the garage, trailers and equipment. (minutes are attached)

THEREFORE, BE IT RESOLVED, that the attached agreement be approved allowing Hawkins County Emergency Management Agency to enter into an agreement with Hawkins County Emergency Communication for the garage and storage of equipment on their fenced property at 2291 E. Main Street, Rogersville, TN., and that Hawkins County will be responsible for the insurance of said garage and equipment trailers.

Introduced By Esq. Darrell Gilliam, Chrmn, Public Bldg Comm

ACTION: AYE NAY PASSED

Seconded By Esq. _____

Roll Call _____

Date Submitted 7-8-13

Voice Vote _____

D. Carroll Jenkins
County Clerk

Absent _____

COMMITTEE ACTION

By: _____

Chairman Melville Bailey

AGREEMENT

THIS AGREEMENT by and between HAWKINS COUNTY, TENNESSEE, hereinafter referred to as "First Party" and HAWKINS COUNTY EMERGENCY COMMUNICATIONS (a/k/a E-911), hereinafter referred to as "Second Party", is as follows:

WHEREAS "First Party" is the owner of certain equipment to include but not limited to:

- 32' Communications Trailer
- 2 Light Towers
- Box Utility Trailer
- Air Trailer
- Mass Casualty Incident Trailer
- Trailer equipped with items needed if emergency shelters are established

"First Party" is purchasing a three-sided metal garage for storage of this equipment, and "Second Party" has agreed for the metal garage to be installed on its property and to be located inside its locked fenced area, and under security surveillance 24/7. The metal garage will not be a fixed building, but will be portable so that if it became necessary, the metal garage and equipment could be relocated to another site.

It is agreed by the parties that storage of the above equipment and garage on the property of "Second Party" shall remain in full force and effect until or unless either party wishes to terminate this Agreement by the giving of at least sixty (60) days notice to do so.

The garage and equipment being stored on the property of "Second Party" shall be insured by

Hawkins County.

The consideration of this Agreement is the mutual benefit of both parties to have the equipment properly stored and under security.

This _____ day of _____, 2013.

HAWKINS COUNTY, TENNESSEE

BY: _____

Melville Bailey, County Mayor

HAWKINS COUNTY EMERGENCY MANAGEMENT

BY: _____

Garry Murrell, Director

HAWKINS COUNTY EMERGENCY COMMUNICATIONS

BY: _____

Bob Palmer, Chairman

BY: _____

Ronnie Lawson, Vice Chairman

BY: _____

Gay Murrell, Director

STATE OF TENNESSEE:
COUNTY OF HAWKINS:

Before me, a Notary Public in and for the state and county aforesaid, personally appeared **MELVILLE BAILEY**, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself to be **County Mayor of HAWKINS COUNTY, TENNESSEE**, the within named bargainor, and that he, as such County Mayor, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of Hawkins County, Tennessee, by himself as County Mayor.

WITNESS my hand official seal at office, this _____ day of _____, 2013.

NOTARY PUBLIC

My Commission Expires: _____

STATE OF TENNESSEE:
COUNTY OF HAWKINS:

Before me, a Notary Public in and for the state and county aforesaid, personally appeared **GARY MURRELL**, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself to be **Director of Hawkins County Emergency Management**, the within named bargainor, and that he, as such Director, is agreeable to the foregoing instrument for the purposes therein contained, by signing the name of Hawkins County Emergency Management by himself as Director.

WITNESS my hand official seal at office, this _____ day of _____, 2013.

NOTARY PUBLIC

My Commission Expires: _____

STATE OF TENNESSEE
COUNTY OF HAWKINS

Before me, a Notary Public in and for the state and county aforesaid, personally appeared **BOB PALMER**, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself to be **Chairman of HAWKINS COUNTY EMERGENCY COMMUNICATIONS**, the within named bargainer, and that he, as such Chairman, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of Hawkins County Emergency Communications, by himself as Chairman.

WITNESS my hand official seal at office, this _____ day of _____, 2013.

NOTARY PUBLIC

My Commission Expires: _____

STATE OF TENNESSEE
COUNTY OF HAWKINS

Before me, a Notary Public in and for the state and county aforesaid, personally appeared **RONNIE LAWSON**, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself to be **Vice Chairman of HAWKINS COUNTY EMERGENCY COMMUNICATIONS**, the within named bargainer, and that he, as such Vice Chairman, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of Hawkins County Emergency Communications, by himself as Vice Chairman.

WITNESS my hand official seal at office, this _____ day of _____, 2013.

NOTARY PUBLIC

My Commission Expires: _____

STATE OF TENNESSEE
COUNTY OF HAWKINS

Before me, a Notary Public in and for the state and county aforesaid, personally appeared **GAY MURRELL**, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged herself to be **Director of HAWKINS COUNTY EMERGENCY COMMUNICATIONS**, the within named bargainer, and that she, as such Director, is agreeable to the foregoing instrument for the purposes therein contained, by signing the name of Hawkins County Emergency Management by herself as Director.

WITNESS my hand official seal at office, this _____ day of _____, 2013.

NOTARY PUBLIC

My Commission Expires: _____

M I N U T E S
HAWKINS COUNTY
PUBLIC BUILDINGS COMMITTEE

April. 30, 2013

MEMBERS PRESENT: Jeff Barrett, Dwight Carter, Darrell Gilliam, Joe McLain, John Metz, and Bob Palmer

MEMBERS ABSENT: Hubert Neal

OTHERS PRESENT: Melville Bailey, County Mayor; Alana Roberts, County Mayor Staff; Emergency Management Director Gary Murrell; Juvenile Judge Daniel Boyd; Property Assessor Jeff Thacker; County Clerk Carroll Jenkins; Church Hill City Mayor Dennis Deal; Jeff Bobo, Kingsport Times News; Bill Grubb, Rogersville Review, Carolyn Elder, Hawkins Today

CALL TO ORDER:

Chairman Gilliam called the meeting to order at 1:01 p.m. After roll call it was noted that six (6) members were present and one (1) member was absent representing the appropriate number of members for a quorum.

APPROVAL OF MINUTES:

A MOTION was made by Commissioner Palmer and seconded by Commissioner Barrett to approve the minutes of the April 9, 2013 meeting. Motion passed unanimously.

ORDER OF BUSINESS:

1. FOSTER CARE REVIEW BOARD / JUVENILE COURT

Juvenile Judge Daniel Boyd advised the Committee that the Foster Care Review Board that is controlled by the Juvenile Court currently meets once a month at the Rogersville Health Department's conference room. This review board is made up of Juvenile Court staff, mental health professionals, and case workers. The meetings are also attended by the children who have been placed into Department of Children Services (DCS) custody by Juvenile Court, along with the parents and/or guardians.

Children being removed from their family can create a very hostile environment during the FCRB meeting to the point where the FCRB members are placed in harm's way. Parents and children can become very aggressive.

There is no security at the Health Department leaving the FCRB members unprotected in the event of aggressive behavior or in the event weapons are present in the meetings.

Judge Boyd is requesting permission that these meetings take place in the Justice Center Meeting Room where all parties must pass through security. This would eliminate the risk of harm to everyone, creating a safe and productive meeting with no threat of harm.

After a general discussion, a MOTION was made by Commissioner Metz and seconded by Commissioner Palmer to grant permission for the Foster Care Review Board to hold their monthly meetings in the Justice Center Meeting Room. Motion passed unanimously.

 2. **STORAGE OF EMERGENCY MANAGEMENT EQUIPMENT AT THE CENTRAL DISPATCH CENTER**

Emergency Management Director Gary Murrell reported that the County's Emergency Management Agency has ownership of certain equipment that is necessary in the performance of their duties. The equipment is currently being parked at the Central Dispatch Center; however, the equipment is housed in the open, and not in a covered facility. This type storage is unfavorable, causing damage to the equipment.

This equipment consists of a 32' Communications Trailer, 2 Light Towers, a Box Utility trailer, and an Air Trailer. In addition, two other pieces of equipment are being donated that will consist of a Mass Casualty Incident Trailer and a trailer that is equipped with items needed if emergency shelters are established.

The EMA budget has sufficient funds to purchase a three sided metal garage. The Central Dispatch Center is in agreement for the garage to be installed on their property and would be located inside their locked fenced area, and under security surveillance 24/7. The garage would not be a fixed building, but would be portable so that if it became necessary, the garage and equipment could be relocated to another site.

Murrell is requesting permission to enter into an agreement between the County and the Central Dispatch Center agreeing that the equipment and the metal garage is County property, and that the garage and equipment could be relocated at the discretion of the County or upon request of Central Dispatch Center.

A MOTION was made by Commissioner Metz and seconded by Commissioner Palmer to authorize the County to enter into an agreement with the Central Dispatch Center to place said garage and equipment on the Central Dispatch Center property. Motion passed unanimously.

3. **PROPOSED FY 2013-2014 BUDGET**

A copy of the proposed FY 2013-2014 budget document was presented to the Committee, and a line item explanation was provided.

A general discussion took place regarding funds for repairs on the Kenner House, as well as funds to address energy issues in the Administration Building, Courthouse, and Church Hill City-County Building. The Committee was advised that an energy study is being conducted on these buildings to determine the need and remediation.

The energy issues were further discussed regarding the Church Hill City-County Building and Church Hill City Mayor Dennis Deal indicated he would be willing to split the cost on this project.

A MOTION was made by Commissioner Barrett and seconded by Commissioner McLain to move forward with the energy study and/or other avenues to determine the needs and a solution to the climate issues at the Church Hill City-County Building.

A MOTION was made by Commissioner Metz and seconded by Commissioner Barrett to AMEND said motion to include in the proposed FY 2013-2014 budget document an additional Fifty Thousand Dollars (\$50,000) to fund repairs in the Kenner House as well as energy issues at the Administration Building, Courthouse, and Church Hill City-County Building. The amended motion passed by roll call vote as follows:

YES	NO	ABSTAINED	ABSENT
Jeff Barrett Dwight Carter John McLain John Metz Bob Palmer	Darrell Gilliam		Hubert Neal

The original motion as amended passed by roll call vote as follows:

YES	NO	ABSTAINED	ABSENT
Jeff Barrett Joe McLain John Metz Bob Palmer	Dwight Carter Darrell Gilliam		Hubert Neal

There being no further discussion regarding the proposed FY 2013-2014 budget document, a MOTION was made by Commissioner Palmer and seconded by Commissioner McLain to recommend to the Budget Committee the said proposed budget as amended. Motion passed by roll call vote as follows:

YES	NO	ABSTAINED	ABSENT
Bob Palmer John Metz Joe McLain Jeff Barrett	Dwight Carter Darrell Gilliam		Hubert Neal

4. JUSTICE CENTER HVAC REPLACEMENT

The Committee reviewed the Justice Center HVAC Replacement bid tabulation sheet. They requested copies of the specifications and the bid documents from the companies that presented bids for further consideration.

ADJOURN:

There being no further business to be conducted at this time the meeting adjourned at 2:18 p.m.

Alana M. Roberts, Recording Secretary

CERTIFICATE OF ELECTION OF NOTARIES PUBLIC

Resolution No. 2013/07/05

AS CLERK OF THE COUNTY OF HAWKINS, TENNESSEE

NOTARY PUBLIC DURING THE JULY 22, 2013 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	BUSINESS
1. DEBBIE BEAL	240 LAKESHORE CIRCLE ROGERSVILLE, TN. 37857	WRGS, INC. ROGERSVILLE, TN. 37857
2. REBEKAH L. MANIS	616 MANIS ROAD ROGERSVILLE, TN. 37857	BARRETTE OUTDOOR LIVING BULLS GAP, TN. 37711
3. RENA C. QUARLES	340 FLORA FERRY ROGERSVILLE, TN. 37857	
4. ALANA M. ROBERTS	223 CAROLINA STREET CHURCH HILL, TN. 37642	COUNTY OF HAWKINS ROGERSVILLE, TN. 37857
5. REBECCA SUSAN SMITH	585 HECK HOLLOW ROAD ROGERSVILLE, TN. 37857	MARK'S AUTO PARTS SURGOINSVILLE, TN. 37873
6. EDWARD DWIGHT SNODGRASS, JR.	649 CANEY CREEK ROAD ROGERSVILLE, TN. 37857	FARM CREDIT MID AMERICA GREENEVILLE, TN. 37745
7. ROBIN J. STACEY	5640 HWY 11 W ROGERSVILLE, TN. 37857	US BANK ROGERSVILLE, TN. 37857
8. RHONDA WOOD	1418 RUTHBROOK DR. MOUNT CARMEL, TN. 37645	KINGSPORT HOUSING & REDEVELOPMENT AUTHORITY KINGSPORT, TN. 37660

Signature

(Seal)

Clerk of the County of Hawkins, Tennessee

Date