

**MINUTES**  
**OF**  
**PUTNAM COUNTY COMMISSION**  
**NOVEMBER 19, 2012**

Prepared by:

**Wayne Nabors**  
**Putnam County Clerk**  
**121 S Dixie Avenue**  
**Cookeville, TN 38501**

**STATE OF TENNESSEE**

**COUNTY OF PUTNAM**

**BE IT REMEMBERED:** that on November 19, 2012 there was a regular meeting of the Putnam County Board of Commissioners.

There were present and presiding the Chairman, Mike Atwood and County Clerk, Wayne Nabors.

The Sheriff, David Andrews called the meeting to order.

The Chairman, Mike Atwood, recognized Commissioner David Gentry for the Invocation.

The Chairman, Mike Atwood, recognized Commissioner Jerry Ford to lead the Pledge to the Flag of the United States of America.

The Chairman asked the Commissioners to signify their presence at the meeting and the following were present:

**PRESENT**

Tom Short	Eris Bryant
David Gentry	Sue Neal
Jerry Ford	Jonathan Williams
John Ludwig	Daryl Blair
Anna Ruth Burroughs	Kevin Maynard
Terry Randolph	Kim Bradford
Chris Savage	Jim Martin
Reggie Shanks	Bob Duncan
Joe Trobaugh	Marsha Bowman
Michael Medley	Mike Atwood
	Cathy Reel

**ABSENT**

Scott Ebersole	Steve Pierce
Ron Williamson	

The Clerk announced that twenty-one (21) were present and three (3) absent. Therefore, the Chairman declared a quorum.

**MOTION RE: AMEND THE AGENDA TO MOVE THE REPORT FROM CTAS ON FIRE PROTECTION AND A REPORT FROM THE FIRE COMMITTEE TO ITEM B - REPORT OF SPECIAL COMMITTEES**

Commissioner Tom Short moved and Commissioner Kevin Maynard seconded the motion to amend the Agenda to move the Report from CTAS on Fire Protection and a Report from the Fire Committee to Item B - Report of Special Committees.

The Chairman asked for discussion on the amended motion. There was none.

The Chairman asked for a voice vote on the amended motion. The motion carried.

**MOTION RE: AMEND THE AGENDA TO CORRECT THE WORKING ON ITEM C OF THE PLANNING COMMITTEE TO RECOMMEND APPROVAL TO READ RE-ALIGN THE COUNTY ROAD AND NOT BECOME A COUNTY ROAD**

Commissioner Jonathan Williams moved and Commissioner Kevin Maynard seconded the motion to amend the Agenda to correct the wording on Item C of the Planning Committee to recommend approval to read re-align the County Road and not become a County Road.

The Chairman asked for discussion on the amended motion. There was none.

The Chairman asked for a voice vote on the amended motion. The motion carried.

**MOTION RE: APPROVE THE AMENDED AGENDA**

Commissioner David Gentry moved and Commissioner Marsha Bowman seconded the amended motions to move the Report from CTAS on Fire Protection and a Report from the Fire Committee to Item B - Report of Special Committees and correct the wording on Item C of the Planning Committee to recommend approval to read re-align the County Road and not become a County Road.

(SEE ATTACHED)

# **AGENDA PUTNAM COUNTY BOARD OF COMMISSIONERS**

**Monthly Awards will be presented at 5:45 PM**

**Regular Monthly Session  
Monday, November 19, 2012**

**Presiding: Honorable Mike Atwood  
Commission Chairman**

- 1. Call to Order - Sheriff David Andrews**
- 2. Invocation**                    *District 3*
- 3. Pledge to the Flag of the United States of America**                    *District 3*
- 4. Roll Call - County Clerk Wayne Nabors**
- 5. Approval of the Agenda**
- 6. Approval of the Minutes of Previous Meeting**
- 7. Unfinished Business and Action Thereon by the Board**
  - A. Report of Standing Committees**
    1. Planning Committee
    2. Fiscal Review Committee
    3. Nominating Committee
  - B. Report of Special Committees**
  - C. Other Unfinished Business**
    1. Hear Status report from Sheriff Andrews and J & S Construction on repairs at the jail, cameras and switcher.
    2. Hear report from CTAS on Fire Protection.

## 8. Quarterly Reports and Action Thereon by the Board

- A. Road Fund - Randy Jones, Supervisor
- B. School Funds - Jerry Boyd, Director of Schools
- C. County General Fund, Debt Service Fund, Solid Waste Sanitation Fund, and Self Insurance Fund - Kim Blaylock, County Executive

## 9. New Business and Action Thereon by the Board

### A. Report of Standing Committees

#### 1. Planning Committee

- a. Recommends approval for the following vehicles to be sold at the next Sheriff's surplus auction:
  - 1999 Ford Crown Vic. VIN#2FAFP71W1XX107500
  - 2005 Ford Crown Vic. VIN#2FAFP71W45X117371
- b. Recommends approval for the following vehicles to be sold at the next surplus auction from the Putnam Count Fire Department:
  - 1972 Ford F-600 VIN#F60DVS20472
  - 1977 Chev. K-10 VIN#CKL247F520044
  - 1978 Chev. C-70 VIN#TCE612V555476
  - 1991 Jeep Cherokee VIN#1J4FJ8853ML605883
  - 1992 Ford F-350 VIN#1FDK37MONNA83677
  - 1995 Ford Crown Vic. VIN#1FALP71AWTX137365
- c. Recommends approval to add Norton Road (By Double Springs Church of Christ) as a new road on the County Road Map.
- d. Discuss Billboard at Dacco Waste Site  
*Comes with no recommendation/County Attorney to speak on this*
- e. Recommends approval to sell the following vehicle from EMS department at the next surplus auction:
  - 2008 Ford F450 Chassis Only VIN#1FDXF46R18EE42824 (no motor)

#### 2. Fiscal Review Committee

- a. Recommends approval of budget amendments to the County General Fund as presented.
- b. Recommends approval of budget amendments to the General Purpose School fund as presented.
- c. Recommends approval of the budget amendment to the Industrail/Economic Development Fund as presented.

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- d. Recommends approval of budget amendments to the Drug Control Fund as presented.
- e. Recommends approval of budget amendment to the County General fund balance for Jail overtime in an amount of \$100,000.
- f. Recommends approval of appropriate budget amendments for emergency capital repairs with funding coming from Capital Outlay Notes from Debt Service to the Capital Projects Fund in an amount of \$263,000, upon approval by the Comptroller's Office:
  - Projects are:
  - \$118,000 for Replacement of Roof for Avery Trace Gym
  - \$115,000 for replacement of boilers at the Jail
  - \$ 30,000 for Plenum Wiring for the Jail
- g. Recommends approval of the following change to the Debt Management Policy:
  - Debt Administration*
  - Part A. Planning for Sale*
  - Section 1*
  - Change From:
  - It shall first be considered by the Budget Committee of the Governing Body*
  - Change To:
  - It shall first be considered by the Fiscal Review Committee of the Governing Body*

### **3. Nominating Committee**

- a. Recommends approval the appointment of Keith Street to the Clean Committee Board of Appeals. 3 year term to expire November 2015

### **B. Report of Special Committees**

### **C. Resolutions**

### **D. Election of Notaries**

### **E. Other New Business**

- a. Ratification of County Executive Kim Blaylock's appointments to the E-911 Board as follows:

Sandy Martin  
Randy Shelton  
Ralph Dunn

4 year terms  
Terms to expire  
November 2016

## **10. Announcements and Statements**

## **11. Adjourn**

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The Chairman asked for discussion on the amended motions to approve the Agenda. There was none.

The Chairman asked the Commissioners for a voice vote on the amended Agenda. The motion carried.

**MOTION RE: APPROVE MINUTES OF THE PREVIOUS MEETING**

Commissioner Kevin Maynard moved and Commissioner Cathy Reel seconded the motion to approve the Minutes of the October 15, 2012 meeting of the Putnam County Board of Commissioners.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion to approve the Minutes of the October 15, 2012 meeting of the Putnam County Board of Commissioners. The motion carried.

**UNFINISHED BUSINESS AND ACTION THEREOF BY THE BOARD**

**REPORT OF STANDING COMMITTEES**

**PLANNING COMMITTEE:** No unfinished business.

**FISCAL REVIEW COMMITTEE:** No unfinished business.

**NOMINATING COMMITTEE:** No unfinished business.

**REPORT OF SPECIAL COMMITTEES:**

**OTHER UNFINISHED BUSINESS:**

**HEAR STATUS REPORT FROM SHERIFF ANDREWS AND J & S CONSTRUCTION ON REPAIRS AT THE JAIL, CAMERAS AND SWITCHER**

Johnny Stites of J & S Construction gave an update on the progress at the Jail.

Gary Carwile of Carwile Mechanical Contractors speaks to the Commission.

The Sheriff, David Andrews spoke to the Commission

(SEE ATTACHED)

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## Additional Items Completed at the PCCJC

The items below were not in J&S' scope of work for the PCCJC.

- 6 New Heat Supply Fan Motors per code
- New Exhaust Fan per code
- 2 New Boilers (existing boilers were near nonoperational)
- 2 Magnetic Door Holders with Smoke Detectors per code
- 2 Overloads for air handlers per code
- Starter Disconnect Switch for air handler per code
- 20 Differential Pressure Switches for smoke relief fans per code

*Presented 11-19-12  
Co. Comm Meeting  
By Johnny Stites  
J & S Const.  
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**Financial Status on Putnam County Criminal Justice Center**

HFR	585.00
Carwile	15,228.00 CO#1
OFA	5,120.00
HFR	6,040.00
HFR	26,643.76
ORA	34,180.00
Carwile	476,680.00
Lakeland	51,750.00
Beacon	145,152.00

Total Subs 761,378.76

J&S Billed 163,668.35

**925,047.11 Total paid on Putnam County Criminal Justice Center**

Carwile	4,710.00 CO#2
Carwile	115,000.00 CO#3
Beacon	4,771.00 CO#4
Lakeland	2,981.00 CO#5
J&S CO Fee	8,731.15

**1,061,240.26 Amount to be paid on PCCJC with Change Orders**

11/19/2012

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**QUARTERLY REPORTS AND ACTION THEREON BY THE BOARD**

**MOTION RE: QUARTERLY REPORT FOR THE ROAD FUND – RANDY JONES,  
SUPERVISOR**

Commissioner Jim Martin moved and Commissioner Kim Bradford seconded the motion to approve the Quarterly Report for the Road Fund.

(SEE ATTACHED)

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**PUTNAM COUNTY HIGHWAY DEPARTMENT  
 QUARTERLY REPORT  
 FOR JULY, AUGUST, AND SEPTEMBER, 2012**

  
 \_\_\_\_\_  
**RANDY JONES, ROAD SUPERVISOR**

<u>REVENUE:</u> <u>REVENUE CODE NUMBERS</u>	<u>ESTIMATED</u>	<u>1ST. QUARTER</u>	<u>TOTALS</u>	<u>UN- REALIZED</u>
40000.110 - 43000.320 LOCAL TAXES	1,564,370	26,947	26,947	1,537,423
44000.130 - 44000.990 OTHER LOCAL	2,000	298	298	1,702
46000.410 - 46000.930 STATE REVENUE	<u>3,121,539</u>	<u>344,019</u>	<u>344,019</u>	<u>2,777,520</u>
TOTAL REVENUE	<u>4,687,909</u>	<u>371,264</u>	<u>371,264</u>	<u>4,316,645</u>
FUND BALANCE 7-01-12	664,536			

<u>EXPENDITURES:</u> <u>EXPENDITURES CODE NUMBERS</u>	<u>ESTIMATED</u>	<u>1ST. QUARTER</u>	<u>TOTALS</u>	<u>UN- ENCUMBERED</u>
61000 - ADMINISTRATION	307,640	72,329	72,329	235,311
62000 - ROAD CONST. & MAINT.	2,768,161	360,870	360,870	2,407,291
63100 - OPER. & MAINT. OF EQUIP.	389,142	79,406	79,406	309,736
65000 - OTHER CHARGES	198,134	126,873	126,873	71,261
68000 - CAPITAL OUTLAY	<u>1,381,385</u>	<u>83,899</u>	<u>83,899</u>	<u>1,297,486</u>
TOTAL EXPENDITURES	<u>5,044,462</u>	<u>723,377</u>	<u>723,377</u>	<u>4,321,085</u>

The Chairman asked for discussion on the motion to approve the Quarterly Report for the Road Fund. There was none.

The Chairman asked for a voice vote on the motion to approve the Quarterly Report for the Road Fund. The motion carried.

**MOTION RE: QUARTERLY REPORT FOR THE SCHOOL FUNDS – JERRY BOYD,  
DIRECTOR OF SCHOOLS**

Commissioner Bob Duncan moved and Commissioner Kim Bradford seconded the motion to approve the Quarterly Report for the School Funds.

(SEE ATTACHED)

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# *Department of Education*

## *Putnam County*

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Mr. Jerry Boyd, Director of Schools

Board of Education

Dr. Janet Moore, Chair  
Eric Brown, Vice-Chair

1400 East Spring Street  
Cookeville, Tennessee 38506-4313  
Phone (931) 526-9777  
FAX (931) 372-0391

Board Members

Kim Cravens  
Dawn Fry  
Jerry Maynard  
David McCormick

November 5, 2012

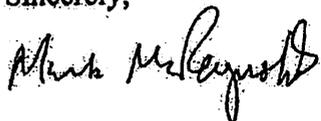
Honorable Commissioners  
Putnam County Courthouse  
Cookeville, TN 38501

Honorable Commissioners:

Please consider approval of the following Quarterly Reports for the quarter ended September 30, 2012:

- 141 – General Purpose School Fund
- 142 – Federal Projects Fund
- 143 – Central Cafeteria Fund
- 146 – Extended School Program Fund
- 179 – School Capital Project Fund

Sincerely,



Mark McReynolds  
Putnam County Board of Education

J.F.L.a.  
11/1/12  
BSE  
Approved

**PUTNAM COUNTY BOARD OF EDUCATION**  
**FUND 141 - GENERAL PURPOSE SCHOOL FUND**  
**QUARTERLY REPORT FOR THE QUARTER ENDING SEPTEMBER 2012**

	2012-2013 Budget	Actual Jul-Sept 2012	Actual Oct-Dec 2012	Actual Jan-Mar 2013	Actual Apr-Jun 2013	Total Year to Date
<b>Revenues:</b>						
40000 Local Revenue	28,459,103	2,788,120				2,788,120
41000 Licenses and Permits	5,000	1,102				1,102
43000 Charges for Current Services	275,997	30,208				30,208
44000 Other Local Revenue	159,500	4,177				4,177
46500 State of Tennessee	43,161,275	8,081,241				8,081,241
47100 Federal Thru State	888,050	55,347				55,347
48000 Donations/Other	39,000	13,406				13,406
49000 Other Sources	604,674	86,141				86,141
	<u>73,592,599</u>	<u>11,059,742</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>11,059,742</u>
<b>Encumbrances / Expenditures:</b>						
71100 Regular Education	36,234,475	6,821,352				6,821,352
71150 Alternative Education	598,016	105,857				105,857
71200 Special Education	6,814,354	1,222,303				1,222,303
71300 Vocational Education	1,441,053	220,437				220,437
71600 Adult Education	136,135	16,912				16,912
72110 Attendance	245,042	101,167				101,167
72120 Health Services	746,372	141,724				141,724
72130 Other Student Services	2,432,482	372,391				372,391
72210 Regular Ed. Support	2,606,132	581,362				581,362
72215 Alternative Ed. Support	116,854	26,154				26,154
72220 Special Ed. Support	1,097,137	234,401				234,401
72230 Vocational Ed. Support	85,913	15,717				15,717
72260 Adult Ed. Support	129,722	32,100				32,100
72310 Board of Education	1,304,692	510,686				510,686
72320 Office of the Director	143,349	30,164				30,164
72410 Office of Principal	4,749,486	977,038				977,038
72510 Fiscal Services	575,447	133,459				133,459
72520 Human Services/Personnel	202,941	50,849				50,849
72610 Operation of Plant	6,354,887	3,170,661				3,170,661
72620 Maintenance of Plant	2,040,336	1,037,797				1,037,797
72710 Transportation	2,779,970	487,732				487,732
72810 Central & Other Support	743,392	148,104				148,104
73100 Food Services	199,127	44,194				44,194
73300 Community Services	546,023	40,204				40,204
73300 Early Childhood Education	1,674,852	288,781				288,781
99100 Operating Transfers						0
<b>TOTAL</b>	<u>73,998,189</u>	<u>16,811,546</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>16,811,546</u>

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**PUTNAM COUNTY BOARD OF EDUCATION  
FUND 142 - SCHOOL FEDERAL PROJECTS FUND  
QUARTERLY REPORT FOR THE QUARTER ENDING SEPTEMBER 2012**

V.F.I.b.

11/1/12

ROC Approved

	2012-2013 Budget	Actual Jul-Sept 2012	Actual Oct-Dec 2012	Actual Jan-Mar 2013	Actual Apr-Jun 2013	Total Year to Date
<b>Revenues:</b>						
47000 Federal Thru State	11,266,531	1,848,189				1,848,189
49000 Other Sources	215,685	56,000				56,000
	<u>11,482,216</u>	<u>1,904,189</u>	-	-	-	<u>1,904,189</u>
<b>Encumbrances / Expenditures:</b>						
71100 Regular Instruction Program	4,958,837	1,451,214				1,451,214
71200 Special Education Program	2,263,139	385,698				385,698
71300 Vocational Education Program	130,123	71,984				71,984
72130 Other Student Support	239,991	18,261				18,261
72210 Regular Instruction Program	2,774,599	765,943				765,943
72220 Special Education Program	198,761	38,136				38,136
72230 Vocational Education Program	5,500	375				375
72410 Office of the Principal	80	0				0
72710 Transportation	20,495	1,913				1,913
73300 Community Services	559,248	5,535				5,535
99100 Operating Transfers	331,443	56,000				56,000
<b>TOTAL</b>	<u>11,482,216</u>	<u>2,795,058</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,795,058</u>

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**PUTNAM COUNTY BOARD OF EDUCATION  
FUND 143 - CENTRAL CAFETERIA FUND  
QUARTERLY REPORT FOR THE QUARTER ENDING SEPTEMBER 2012**

V.F.I.C.  
11/1/12  
BoE Approved

	<u>2012-2013 Budget</u>	<u>Actual Jul-Sept 2012</u>	<u>Actual Oct-Dec 2012</u>	<u>Actual Jan-Mar 2013</u>	<u>Actual Apr-Jun 2013</u>	<u>Total Year to Date</u>
<b>Revenues:</b>						
43000 Charges for Current Services	1,690,700	347,236				347,236
44000 Other Local Revenue	32,600	7,416				7,416
46500 State of Tennessee	49,658	-				-
47100 Federal Thru State	3,618,000	93,199				93,199
	<u>5,390,958</u>	<u>447,851</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>447,851</u>
<b>Encumbrances / Expenditures:</b>						
73100 Food Services	4,892,492	1,583,080				1,583,080
99100 Operating Transfers	498,466	86,710				86,710
<b>TOTAL</b>	<u>5,390,958</u>	<u>1,669,791</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,669,791</u>

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**PUTNAM COUNTY BOARD OF EDUCATION**  
**FUND 146 - EXTENDED SCHOOL PROGRAM FUND**  
**QUARTERLY REPORT FOR THE QUARTER ENDING SEPTEMBER 2012**

J.F.I.d.

11/1/12  
BOE Approval

	<u>2012-2013 Budget</u>	<u>Actual Jul-Sept 2012</u>	<u>Actual Oct-Dec 2012</u>	<u>Actual Jan-Mar 2013</u>	<u>Actual Apr-Jun 2013</u>	<u>Total Year to Date</u>
<b>Revenues:</b>						
43000 Charges for Current Services	<u>980,572</u>	<u>212,863</u>				<u>212,863</u>
	<u>980,572</u>	<u>212,863</u>	-	-	-	<u>212,863</u>
<b>Encumbrances / Expenditures:</b>						
73300 Community Services	<u>980,572</u>	<u>217,550</u>				<u>217,550</u>
<b>TOTAL</b>	<u>980,572</u>	<u>217,550</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>217,550</u>

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*W. F. l. e.  
 11/1/12  
 BOE Approved*

**PUTNAM COUNTY BOARD OF EDUCATION  
 FUND 179 - SCHOOL CAPITAL PROJECTS  
 QUARTERLY REPORT FOR THE QUARTER ENDING SEPTEMBER 2012**

	<u>2012-2013 Budget</u>	<u>Actual Jul-Sept 2012</u>	<u>Actual Oct-Dec 2012</u>	<u>Actual Jan-Mar 2013</u>	<u>Actual Apr-Jun 2013</u>	<u>Total Year to Date</u>
<b>Revenues:</b>						
44110 Interest Earned	-	-	-	-	-	-
49100 Bonds Issued	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Expenditures:</b>						
91300 Education Capital Projects	-	386,650				386,650
<b>TOTAL</b>	-	386,650	-	-	-	386,650

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The Chairman asked for discussion on the motion to approve the Quarterly Report for the School Funds. There was none.

The Chairman asked the Commissioners for a voice vote on the motion to approve the Quarterly Report for the School Funds. The motion carried.

**MOTION RE: QUARTERLY REPORT FOR THE COUNTY GENERAL FUND, DEBT SERVICE FUND, SOLID WASTE SANITATION FUND, AND SELF INSURANCE FUND – KIM BLAYLOCK, COUNTY EXECUTIVE**

Commissioner Kevin Maynard moved and Commissioner Daryl Blair seconded the motion to approve the Quarterly Report for the County General Fund, Debt Service Fund, Solid Waste Sanitation Fund, and Self Insurance Fund.

(SEE ATTACHED)

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**COUNTY GENERAL FUND**  
**Quarterly Benefits by Account**  
**Period Ending September 30, 2012**

		<u>SSI</u>	<u>TCRS</u>	<u>BCBS</u>	
51000	General Government	31,705	76,867	127,916	
52000	Other Finance	20,330	28,076	44,186	
53000	Other Adm of Justice	30,093	38,749	54,277	
54000	Public Safety	100,451	127,218	188,047	
55000	Public Health	65,620	60,381	103,927	
57000	Agricultural	1,454	2,060	0	
58000	Other Operations	557	769	0	
	<b>Total</b>	<b>250,210</b>	<b>334,120</b>	<b>518,353</b>	<b>1,102,683</b>

**Reimbursed by Dept**

51710	Development	1,326	1,774	1,154	
51910	Preservation of Records	598	687	1,141	
53600	District Attorney General	1,517	1,504	0	
55710	Sanitation Mgt.	13,417	13,085	20,017	
56000	Recreational	7,935	10,464	13,889	
	<b>Total</b>	<b>24,793</b>	<b>27,514</b>	<b>36,201</b>	<b>88,508</b>

*Note that other benefits such as Unemployment, Dental & Life are minimal and were not figured*

**COUNTY GENERAL BUDGET 2012-2013**  
**Statement of Revenues and Expenditures**  
**Period ending September 30, 2012**

**CORRECTED**

**REVENUES:**

		<u>TOTAL ESTIMATED</u>	<u>REC'D THRU 9-30-2012</u>	<u>BALANCE</u>
40000	Local Taxes	13,193,572.00	431,520.76	12,762,051.24
41000	Licenses and Permits	260,500.00	109,797.26	150,702.74
42000	Fines, Forfeitures and Penalties	632,500.00	109,831.48	522,668.52
43000	Charges for Current Service	3,107,100.00	939,246.13	2,167,853.87
44000	Other Local Revenue	879,000.00	177,074.56	701,925.44
45000	Fees Received from County Officials	3,595,000.00	566,023.74	3,028,976.26
46000	State of Tennessee	3,138,656.00	130,003.95	3,008,652.05
47000	Federal Government	210,071.00	2,800.00	207,271.00
48000	Other Governments and Citizens Groups	335,000.00	44,065.69	290,934.31
49000	Other Sources (Note Proceeds)	<u>774,000.00</u>	<u>0.00</u>	<u>774,000.00</u>
<b>TOTAL REVENUES</b>		<b>26,125,399.00</b>	<b>2,510,363.57</b>	<b>23,615,035.43</b>
Estimated Fund Balance - June 30, 2012		<b>8,583,352.00</b>		

**EXPENDITURES:**

		<u>TOTAL ESTIMATED</u>	<u>PAID &amp; ENCUMB.</u> <u>THROUGH 9-30-2012</u>	<u>BALANCE</u>
51000	General Administration	3,755,285.00	1,109,942.95	2,645,342.05
52000	Finance	1,443,836.00	436,300.46	1,007,535.54
53000	Administration of Justice	2,000,077.00	644,055.51	1,356,021.49
54000	Public Safety	7,405,676.00	2,291,572.59	5,114,103.41
55000	Public Health & Welfare	4,628,461.00	1,762,920.07	2,865,540.93
56000	Social, Cultural & Recreational Services	495,735.00	253,652.05	242,082.95
57000	Agriculture & Natural Resources	235,018.00	28,423.91	206,594.09
58000	Other Operations	7,812,556.00	642,339.55	7,170,216.45
99000	Transfers Out	<u>95,000.00</u>	<u>0.00</u>	<u>95,000.00</u>
<b>TOTAL EXPENDITURES</b>		<b>27,871,644.00</b>	<b>7,169,207.09</b>	<b>20,702,436.91</b>

**SOLID WASTE/SANITATION BUDGET - 2012-2013**  
**Statement of Revenues and Expenditures**  
**Period Ending September 30, 2012**

<b>REVENUES:</b>		<u>TOTAL ESTIMATED</u>	<u>REC'D THRU 9-30-2012</u>	<u>BALANCE</u>
40000	Local Taxes	2,640,208.00	41,574.84	2,598,633.16
43000	Charges for Current Service	850,000.00	159,636.82	690,363.18
44000	Other Local Revenues	300,000.00	75,631.93	224,368.07
46000	State of Tennessee	<u>23,000.00</u>	<u>11,490.00</u>	<u>11,510.00</u>
<b>TOTAL REVENUES</b>		<b>3,813,208.00</b>	<b>288,333.59</b>	<b>3,524,874.41</b>

Estimated Fund Balance-June 30, 2012 1,728,767.00

<b>EXPENDITURES:</b>		<u>TOTAL ESTIMATED</u>	<u>PAID &amp; ENCUMBERED THROUGH 9-30-2012</u>	<u>BALANCE</u>
55000	Public Health and Welfare	4,695,819.00	653,910.82	4,041,908.18
58000	Other General Government	<u>65,000.00</u>	<u>2,387.00</u>	<u>62,613.00</u>
<b>TOTAL EXPENDITURES</b>		<b>4,760,819.00</b>	<b>656,297.82</b>	<b>4,104,521.18</b>

**DEBT SERVICE BUDGET - 2012-2013**  
**Statement of Revenues and Expenditures**  
**Period Ending September 30, 2012**

**REVENUES:**

		TOTAL ESTIMATED	<u>REC'D THRU 9-30-2012</u>	<u>BALANCE</u>
40000	Local Taxes	12,108,080.00	865,902.19	11,242,177.81
44000	Other Local Revenues	652,889.00	3,148.54	649,740.46
<b>TOTAL REVENUES</b>		<b><u>12,760,969.00</u></b>	<b><u>869,050.73</u></b>	<b><u>11,891,918.27</u></b>
<b>Estimated Fund Balance-June 30, 2012</b>		<b>11,673,836.00</b>		

**EXPENDITURES:**

		TOTAL ESTIMATED	<u>PAID THRU 9-30-2012</u>	<u>BALANCE</u>
82000	Education Debt	11,376,561.00	2,519,280.30	8,857,280.70
90000	Public Safety Projects	1,115,638.00	457,818.75	657,819.25
99100	Transfers Out	<u>774,000.00</u>	<u>0.00</u>	<u>774,000.00</u>
<b>TOTAL EXPENDITURES</b>		<b><u>13,266,199.00</u></b>	<b><u>2,977,099.05</u></b>	<b><u>10,289,099.95</u></b>

PUTNAM COUNTY SELF INSURANCE FUND  
 FUND BALANCE SUMMARY FOR 2012 - 2013  
 As of September 30, 2012

Fund Balance as of June 30, 2012		1,452,622.28
PLUS: Departmental Deposits	1,046,026.39	
Interest	9,136.65	
	1,055,163.04	
LESS: Liability Claims	18,244.55	
Work Comp Claims	188,101.67	
Medical Records	0.00	
Claim Adjuster Fees	0.00	
Legal Fees	11,086.00	
Court Reporter & Court Costs	0.00	
Insurance	578,331.51	
WC Fees to PMA Insurance Group	7,250.00	
Management fee	6,500.00	
Actuarial Evaluation by CapRisk Consu.	2,000.00	
Liability Reserve Increase		
(Decrease) this period	-85,000.00	
Work Comp Reserve Increase		
(Decrease) this period	-49,043.00	
	677,470.73	
<b>Ending Fund Balance as of September 30, 2012</b>		<b>1,830,314.59</b>

CASH SUMMARY

=====		
Checking balance (9715) as of 09/30/2012	37,569.09	
Checking balance (4324) as of 09/30/2012	1,278,176.35	
Certificate of Deposit as of 09/30/2012	1,550,122.52	
Outstanding items:		
CK 2086	-1.00	
WC Direct W/drawal not posted	-490.37	
Ending Cash Balance as of 09/30/2012		2,865,376.59
Less: Open Liability Claim Reserves as of 09/30/2012		-335,000.00
Open Work Comp Claim Reserves as of 09/30/2012		-700,062.00
<b>Ending Fund Balance as of September 30, 2012</b>		<b>1,830,314.59</b>

Number of Open Liability Claims as of September 30, 2012	11
Number of Open Work Comp Claims as of September 30, 2012	47

This report was prepared by BB&T Legge Insurance on 10/23/2012

24

The Chairman asked for discussion on the motion to approve the Quarterly Report for the County General Fund, Debt Service Fund, Solid Waste Sanitation Fund, and Self Insurance Fund. There was none.

The Chairman asked the Commissioners for a voice vote on the motion to approve the Quarterly Report for the County General Fund, Debt Service Fund, Solid Waste Sanitation Fund, and Self Insurance Fund. The motion carried.

## **NEW BUSINESS AND ACTION THEREON BY THE BOARD**

### **REPORT OF STANDING COMMITTEES**

#### **PLANNING COMMITTEE**

**MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL FOR THE FOLLOWING VEHICLES TO BE SOLD AT THE NEXT SHERIFF'S SURPLUS AUCTION:**

**1995 FORD CROWN VIC - VIN# 2FAFP71W1XX107500  
2005 FORD CROWN VIC - VIN # 2FAFP71W45X117371**

Commissioner Eris Bryant moved and Commissioner Joe Trobaugh seconded the motion to approve the list of vehicles from the Sheriff's Department to sell at the next surplus sale.

(SEE ATTACHED)

25

**TO: HONORABLE KIM BLAYLOCK &  
HONORABLE COUNTY COMMISSIONERS**

**FROM: DAVID K ANDREWS SHERIFF**

**SUBJECT: SALE OF SURPLUS EQUIPMENT**

**DATE: 24 OCT 2012**

**THE PUTNAM COUNTY SHERIFF DEPT  
REQUEST TO SELL AT PUBLIC AUCTION  
THE FOLLOWING SURPLUS VEHICLES  
THE VEHICLES HAVE BEEN REMOVED  
FROM SERVICE BECAUSE OF AGE, MILES,  
WRECKED, OR COST OF REPAIRS**

- 1) 1999 FORD CROWN VIC BAD MOTOR  
VIN# 2FAFP71W1XX107500**
- 2) 2005 FORD CROWN VIC MILES  
VIN# 2FAFP71W45X117371**

**THANKS  
DAVID K ANDREWS SHERIFF**

*David K. Andrews*

26

The Chairman asked for discussion on the motion to approve the list of vehicles from Sheriff David Andrews to sell at the next surplus sale. There was none.

The Chairman asked the Commissioners for a voice vote on the motion to approve the list of vehicles from Sheriff David Andrews to sell at the next surplus sale. The motion carried.

**MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL FOR THE FOLLOWING VEHICLES TO BE SOLD AT THE NEXT SURPLUS AUCTION FROM THE PUTNAM COUNTY FIRE DEPARTMENT:**

- 1972 FORD F-600 VIN # F60DVS20472**
- 1977 CHEVROLET K-10 VIN # CKL247F520044**
- 1978 CHEVROLET C-70 VIN # TCE612V555476**
- 1991 JEEP CHEROKEE VIN # 1J4FJ8853ML605883**
- 1992 FORD F-350 VIN # 1FDK37MONNA83677**
- 1995 FORD CROWN VIC VIN # 1FALP71AWTX137365**

Commissioner Eris Bryant moved and Commissioner Michael Medley seconded the motion to approve the list of vehicles from the Putnam County Fire Department to sell at the next surplus sale.

(SEE ATTACHED)

27



# Putnam County

T E N N E S S E E

## Putnam County Fire Department

**Assistant Chief Tom Brown**

700 County Services Drive  
Cookeville, Tennessee 38501  
Phone: 931-528-1200 – Fax: 931-528-7913  
tbrown@putnamco.org

RECEIVED

NOV 1 2012

Date: 11/02/2012

To: Putnam County Executive Kim Blaylock

Putnam County Commission

From: Putnam County Fire Dept.

Subject: Surplus Vehicles

The Putnam County Fire Department requests that the following surplus vehicles be sold at the next scheduled Putnam County Surplus Auction.

1972 Ford F-600 VIN# F60DVS20472

1977 Chevrolet K-20 VIN# CKL247F520044

1978 Chevrolet C-70 VIN# TCE612V555476

1991 Jeep Cherokee VIV# 1J4FJ8853ML605883

1992 Ford F-350 VIN# 1FDKF37MONNA83677

1995 Ford Crown Vic VIN# 1FALP71WXTX137365

Should there be any questions please feel free to call.

Thank You

Asst Chief Tom Brown

[tbrown@putnamco.org](mailto:tbrown@putnamco.org)

931-979-1153

28

The Chairman asked for discussion on the motion to approve a list of vehicles from the Putnam County Fire Department. There was no discussion.

The Chairman asked the Commissioners for a voice vote on the motion to approve a list of vehicles from the Putnam County Fire Department to sell at the next surplus sale. The motion carried.

**MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL TO RE-ALIGN NORTON ROAD (BY DOUBLE SPRINGS CHURCH OF CHRIST) ON THE COUNTY ROAD MAP**

Commissioner Eris Bryant moved and Commissioner Michael Medley seconded the motion to approve re-aligning Norton Road (by Double Springs Church of Christ) on the County Road Map.

(SEE ATTACHED)

29



The Chairman asked for discussion on the motion to approve re-aligning Norton Road (by Double Springs Church of Christ) on the County Road Map. There was none.

The Chairman asked for a voice vote on the motion to approve re-aligning Norton Road on the County Road Map. The motion carried.

**MOTION RE: THE PLANNING COMMITTEE TO DISCUSS BILLBOARD AT DACCO WASTE SITE COMES WITH NO RECOMMENDATION / COUNTY ATTORNEY TO SPEAK ON THIS**

The County Attorney, Jeff Jones spoke to the Commission.

**MOTION RE: RECOMMENDS APPROVAL FOR COUNTY ATTORNEY TO ENTER INTO A DEED OF CORRECTION / QUIT CLAIM WITH THE HALLS FOR THE BILLBOARD AT THE DACCO WASTE SITE**

Commissioner Jim Martin moved and Commissioner Joe Trobaugh seconded the motion for County Attorney to enter into a Deed of Correction / Quit Claim with the Halls for the Billboard at the Dacco Waste Site.

The Chairman asked for discussion on the motion. The Commissioners discussed the amended motion.

The Chairman asked the Commissioners to vote on the motion for County Attorney to enter into a Deed of Correction / Quit Claim with the Halls for the Billboard at the Dacco Waste Site. The Commissioners voted as follows:

FOR:

Tom Short  
David Gentry  
Jerry Ford  
John Ludwig  
Anna Ruth Burroughs  
Terry Randolph  
Chris Savage  
Reggie Shanks  
Joe Trobaugh  
Michael Medley

Eris Bryant  
Sue Neal  
Jonathan Williams  
Daryl Blair  
Kevin Maynard  
Kim Bradford  
Jim Martin  
Bob Duncan  
Marsha Bowman  
Mike Atwood  
Cathy Reel

ABSENT

Scott Ebersole  
Ron Williamson

Steve Pierce

The Clerk announced twenty-one (21) voted for, zero (0) voted against, and three (3) absent. The motion carried.

**MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL TO SELL THE FOLLOWING VEHICLE FROM EMS DEPARTMENT AT THE NEXT SURPLUS AUCTION:**

**2008 FORD F450 CHASSIS ONLY VIN # 1FDXF46R18EE42824 (NO MOTOR)**

Commissioner Eris Bryant moved and Commissioner Sue Neal seconded the motion to approve to sell the 2008 Ford F450 Chassis only at the next EMS Department Surplus Auction.

(SEE ATTACHED)

32

**PUTNAM COUNTY EMERGENCY MEDICAL SERVICES**

700 County Services Dr; Cookeville, TN 38501

Phone (931) 528-1555 Fax (931)372-0295

November 7, 2012

Putnam County Commission

RE; Surplus Vehicle

We request you declare the following vehicle surplus and allow us to place it in the upcoming surplus sale being held by the Sheriff's Department.

2008 Ford F-450 Chassis only 1FDXF46R18EE42824 (no motor)

The chassis is from an old ambulance where the box was remounted on a new truck.

Randy Porter, Director

Addition to Planning Agenda

The Chairman asked for discussion on the motion to approve selling the 2008 Ford F450 chassis only at the next EMS Department Surplus Auction. There was none.

The Chairman asked the Commissioners for a voice vote on the motion. The motion carried.

**FISCAL REVIEW COMMITTEE:**

**MOTION RE; THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE COUNTY GENERAL FUND AS PRESENTED**

Commissioner Daryl Blair moved and Commissioner John Ludwig seconded the motion to approve Budget Amendments to the County General Fund as presented.

(SEE ATTACHED)

34

Putnam County Budget Amendment/Transfer Authorization Form

Department: COUNTY GENERAL FUND

Date: November 7, 2012

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Requested</u>	<u>Amount Expended</u>
	<b>County Fire</b>	<b>CDBG GRANT FOR FIRE TRUCK</b>					
101	54310-718	Motor Vehicles	0		307,000	307,000	
	54310-339	Matching Share	60,000	22,000		38,000	
	54310-202	Administration Fee	0		15,000	15,000	0
101	#47180	Community Development <i>CDBG Grant</i>	0		300,000	300,000	0
	<b>Drug Court</b>						
101	53330-399	Other Contracted Services	18,345		2,133	20,478	1,045
		<i>Funds owed from previous contract</i>					
101	#34520	Drug Court Reserve		2,133			
	<b>Grant from BC/BS</b>						
101	58600-207	Medical Insurance	2,196,000		10,000	220,600	518,353
101	#44990	Other Local Revenue Grant from Blue Cross/Blue Shield			10,000		
	<b>Juvenile Detention</b>						
101	54240-160	Guards	409,750	5,000		404,750	96,131
	54240-187	Overtime	5,000		5,000	10,000	8,013

The Chairman asked for discussion on the motion to approve Budget Amendments to the County General Fund as presented. There was none.

The Chairman asked the Commissioners to vote on the motion to approve Budget Amendments to the County General Fund as presented. The Commissioners voted as follows:

FOR:

Tom Short  
David Gentry  
Jerry Ford  
John Ludwig  
Anna Ruth Burroughs  
Terry Randolph  
Reggie Shanks  
Joe Trobuagh  
Michael Medley

Eris Bryant  
Sue Neal  
Jonathan Williams  
Daryl Blair  
Kevin Maynard  
Kim Bradford  
Jim Martin  
Bob Duncan  
Marsha Bowman  
Mike Atwood  
Cathy Reel

AGAINST:

Chris Savage

ABSENT :

Scott Ebersole  
Ron Williamson

Steve Pierce

The Clerk announced twenty (20) voted for, one (1) voted against, and three (3) absent. The motion carried.

**MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE GENERAL PURPOSE SCHOOL FUND AS PRESENTED**

Commissioner Daryl Blair moved and Commissioner Jim Martin seconded the motion to approve Budget Amendments to the General Purpose School Fund as presented.

(SEE ATTACHED)

36

# *Department of Education*

## *Putnam County*

---

Mr. Jerry Boyd, Director of Schools

Board of Education  
Dr. Janet Moore, Chair  
Eric Brown, Vice-Chair

1400 East Spring Street  
Cookeville, Tennessee 38506-4313  
Phone (931) 526-9777  
FAX (931) 372-0391

Board Members  
Kim Cravens  
Dawn Fry  
Jerry Maynard  
David McCormick

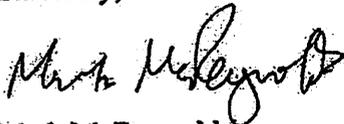
November 5, 2012.

Honorable Commissioners  
Putnam County Courthouse  
Cookeville, TN 38501

Honorable Commissioners:

Please consider approval of the budget amendments to the General Purpose School Fund,  
as submitted.

Sincerely,



Mark McReynolds  
Putnam County Board of Education

Enclosures:

- To allocate additional Federal high-cost revenue for Special Education.

V.C.I.a.  
 11/12  
 BOC Approved

Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

DATE: November 2012

Item #	Fund #	Account #	Account Description	Current Approved Amount	Increase	Increase	Requested Approval Amount
1	141	47143-FED	Revenue	178,720.00		87,467.99	266,187.99
2	141	71200-429-FED	Instructional Supplies and Materials	2,380.00	7,467.99		9,847.99
3	141	71200-725-FED	Special Education Equipment	3,000.00	40,000.00		43,000.00
4	141	72220-399-FED	Other Contracted Services	5,200.00	40,000.00		45,200.00
							-
							-
							-
							-
							-
							-
					87,467.99	87,467.99	

38

Explanation: To allocate federal funds awarded to Putnam County Schools for high cost expenditures of special education students to be budgeted and expended as general purpose funds and expended in FY13.

Requested by: Sheri Roberson  
 Sheri Roberson Supervisor

Recommended for Approval: \_\_\_\_\_  
 Official / Department Head

Reviewed by: Mark McKinley  
 Business Manager OR Assistant Director for Personnel & Business

Action by Fiscal Review Committee: Recommended for Approval No Recommendation Date: \_\_\_\_\_

Action by County Commission: Approved Not Approved Date: \_\_\_\_\_

The Chairman asked for discussion on the motion to approve Budget Amendments to the General Purpose School Fund as presented. There was none.

The Chairman asked the Commissioners to vote on the motion to approve Budget Amendments to the General Purpose School Fund as presented. The Commissioners voted as follows:

FOR:

Tom Short  
David Gentry  
Jerry Ford  
John Ludwig  
Terry Randolph  
Chris Savage  
Reggie Shanks  
Joe Trobuagh  
Michael Medley

Eris Bryant  
Sue Neal  
Jonathan Williams  
Daryl Blair  
Kevin Maynard  
Kim Bradford  
Jim Martin  
Bob Duncan  
Marsha Bowman  
Mike Atwood  
Cathy Reel

AGAINST:

Anna Ruth Burroughs

ABSENT

Scott Ebersole  
Ron Williamson

Steve Pierce

The Clerk announced twenty (20) voted for, one (1) voted against, and three (3) absent. The motion carried.

**MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF THE BUDGET AMENDMENT TO THE INDUSTRIAL/ECONOMIC DEVELOPMENT FUND AS PRESENTED**

Commissioner Daryl Blair moved and Commissioner John Ludwig seconded the motion to approve the Budget Amendment to the Industrial/ Economic Development Fund as presented.

(SEE ATTACHED)

Putnam County Budget Amendment/Transfer Authorization Form

Department: INDUSTRIAL/ECONOMIC DEVELOPMENT FUND

Date: November 7, 2012

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended</u>
119	58190-791	Other Construction Monterey Trail	88,000		20,650	108,650	
119	#39000	Fund Balance Matching Funds for Grant		20,650			

See attached grant budget

40

PUTNAM COUNTY  
ATTACHMENT A

GRANT BUDGET LINE-ITEM DETAIL:

LINE-ITEM DETAIL FOR: [CAPITAL PURCHASE]	GRANT AMOUNT	GRANTEE MATCH	TOTAL
Construction Contract for ADA Compliant hard surfaced trail	\$87,000.00	\$21,650.00	\$108,650.00
<b>TOTAL</b>	<b>\$87,000.00</b>	<b>\$21,650.00</b>	<b>\$108,650.00</b>

41

The Chairman asked for discussion on the motion to approve to approve the Budget Amendment to the Industrial/ Economic Development Fund as presented. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the motion to approve to approve the Budget Amendment to the Industrial/ Economic Development Fund as presented.

The Commissioners voted as follows:

FOR:

Tom Short  
David Gentry  
Jerry Ford  
John Ludwig  
Anna Ruth Burroughs  
Terry Randolph  
Reggie Shanks  
Joe Trobuagh  
Michael Medley

Eris Bryant  
Sue Neal  
Jonathan Williams  
Daryl Blair  
Kevin Maynard  
Kim Bradford  
Jim Martin  
Bob Duncan  
Marsha Bowman  
Mike Atwood  
Cathy Reel

AGAINST:

Chris Savage

ABSENT

Scott Ebersole  
Ron Williamson

Steve Pierce

The Clerk announced twenty (20) voted for, one (1) voted against, and three (3) absent. The motion carried.

**MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF THE BUDGET AMENDMENTS TO THE DRUG CONTROL FUND AS PRESENTED**

Commissioner Daryl Blair moved and Commissioner Jim Martin seconded the motion to approve the Budget Amendments to the Drug Control Fund as presented.

(SEE ATTACHED)

42

Putnam County Budget Amendment/Transfer Authorization Form

Department: Drug Control Fund

Date: November 7, 2012

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended</u>
122	54150-196	Inservice	1,000		700	1,700	1,696
122	54150-716	Law Enforcement Equip	10,000		5,000	15,000	12,124
122	#39000	Fund Balance		5,700			

The Chairman asked for discussion on the motion to approve the Budget Amendments to the Drug Control Fund as presented. There was none.

The Chairman asked the Commissioners to vote on the motion to approve the Budget Amendments to the Drug Control Fund as presented. The Commissioners voted as follows:

FOR:

Tom Short  
David Gentry  
Jerry Ford  
John Ludwig  
Anna Ruth Burroughs  
Terry Randolph  
Chris Savage  
Reggie Shanks  
Joe Trobaugh  
Michael Medley

Eris Bryant  
Sue Neal  
Jonathan Williams  
Daryl Blair  
Kevin Maynard  
Kim Bradford  
Jim Martin  
Bob Duncan  
Marsha Bowman  
Mike Atwood  
Cathy Reel

ABSENT

Scott Ebersole  
Ron Williamson

Steve Pierce

The Clerk announced twenty-one (21) voted for, zero (0) voted against, and three (3) absent. The motion carried.

**MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF THE BUDGET AMENDMENT TO THE COUNTY GENERAL FUND BALANCE FOR JAIL OVERTIME IN AN AMOUNT OF \$100,000**

Commissioner Jim Martin moved and Commissioner Sue Neal seconded the motion to approve the Budget Amendments to the County General Fund Balance for Jail overtime in an amount of \$100,000.

(SEE ATTACHED)

44

Putnam County Budget Amendment/Transfer Authorization Form

Department **COUNTY GENERAL FUND - Jail**

Date: **NOVEMBER 2012**

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended (Received) YTD</u>
101	54210-187	Jail - Overtime	35,300		100,000	135,300	98,902
	#39000	Fund Balance		100,000			

45

The Chairman asked for discussion on the motion to approve the Budget Amendment to the County General Fund Balance for Jail overtime in an amount of \$100,000. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the motion to approve the Budget Amendment to the County General Fund Balance for Jail overtime in an amount of \$100,000. The Commissioners voted as follows:

**FOR:**

Tom Short  
David Gentry  
Jerry Ford  
John Ludwig  
Anna Ruth Burroughs  
Chris Savage  
Reggie Shanks

Sue Neal  
Jonathan Williams  
Kevin Maynard  
Jim Martin  
Bob Duncan  
Marsha Bowman  
Mike Atwood

**AGAINST:**

Terry Randolph  
Michael Medley

Eris Bryant  
Daryl Blair  
Kim Bradford  
Cathy Reel

**ABSTAIN:**

Joe Trobaugh

**ABSENT:**

Scott Ebersole  
Ron Williamson

Steve Pierce

The Clerk announced fourteen (14) voted for, six (6) voted against, one (1) abstained, and three (3) absent. The motion carried.

**MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF APPROPRIATE BUDGET AMENDMENTS FOR EMERGENCY CAPITAL REPAIRS WITH FUNDING COMING FROM CAPITAL OUTLAY NOTES FROM DEBT SERVICE TO THE CAPITAL PROJECTS FUND IN AN AMOUNT OF \$263,000, UPON APPROVAL BY THE COMPTROLLER'S OFFICE: PROJECTS ARE:**

**\$118,000 FOR REPLACEMENT OF ROOF FOR AVERY TRACE GYM**

**\$115,000 FOR REPLACEMENT OF BOILERS AT THE JAIL**

**\$30,000 FOR PLENUM WIRING FOR THE JAIL**

Commissioner Daryl Blair moved and Commissioner Kevin Maynard seconded the motion.

(SEE ATTACHED)

46

**Putnam County Budget Amendment/Transfer Authorization Form**

**Department: Debt Service Fund**

**Date: November 15, 2012**

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended</u>
151	99100-590	Transfers to other Funds Capital Projects Fund	774,000		263,000	1,037,000	
151	#39000	Fund Balance		263,000			

**Appropriate amendment to transfer funds for Capital Outlay Note**

47

Putnam County Budget Amendment/Transfer Authorization Form

Department: Capital Projects Fund

Date: November 15, 2012

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended</u>
171	51800-335	Maint & Repair <i>Plenum Wire</i>	0		30,000	30,000	0
171	51800-707	Building Improvements <i>Avery Trace Roof</i>	0		118,000	118,000	0
171	54210-720	Jail Plant Operation Equip. <i>Boilers</i>	0		115,000	115,000	0
171	#49200	Note Proceeds			263,000		

This amendment is necessary to approve in order to comply with Comptroller's conditions for note issuing

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**Putnam County Budget Amendment/Transfer Authorization Form**

**Department County General Fund**

**November 15, 2012**

<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount Requested</u>	<u>Amount Expended (Received) YTD</u>
101	#49200	Note Proceeds		130,000			
101	#39000	Note Proceeds		130,000			

takes funding out of County General budget for plenum wiring  
*Rebudgeted in Capital Projects Fund at \$30,000*

The Chairman asked for discussion on the motion to approve appropriating Budget Amendments for emergency capital repairs with funding coming from Capital Outlay Notes from Debt Service to the Capital Projects Fund in an amount of \$263,000 upon approval by the Comptroller's Office. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the motion to approve appropriating Budget Amendments for emergency capital repairs with funding coming from Capital Outlay Notes from Debt Service to the Capital Projects Fund in an amount of \$263,000 upon approval by the Comptroller's Office. The Commissioners voted as follows:

FOR:

Tom Short	Eris Bryant
David Gentry	Sue Neal
Jerry Ford	Jonathan Williams
John Ludwig	Daryl Blair
Anna Ruth Burroughs	Kevin Maynard
Terry Randolph	Kim Bradford
Chris Savage	Jim Martin
Reggie Shanks	Bob Duncan
Joe Trobaugh	Marsha Bowman
Michael Medley	Mike Atwood
	Cathy Reel

ABSENT

Scott Ebersole	Steve Pierce
Ron Williamson	

The Clerk announced twenty-one (21) voted for, zero (0) voted against, and three (3) absent. The motion carried.

**MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF THE FOLLOWING CHANGE TO THE DEBT MANAGEMENT POLICY:**

**DEBT ADMINISTRATION**

**PART A. PLANNING FOR SALE**

**SECTION 1**

**CHANGE FROM:**

**IT SHALL FIRST BE CONSIDERED BY THE BUDGET COMMITTEE OF THE GOVERNING BODY**

**CHANGE TO:**

**IT SHALL FIRST BE CONSIDERED BY THE FISCAL REVIEW COMMITTEE OF THE GOVERNING BODY**

Commissioner Daryl Blair moved and Commissioner Jim Martin seconded the motion to change the Debt Management Policy.

The Chairman asked for discussion on the motion to change the Debt Management Policy: Debt Administration – Part A. Planning for Sale; Section 1; Change From: It shall first be considered by the Budget Committee of the Governing Body  
Change to: It shall first be considered by the Fiscal Review Committee of the Governing Body. There was no discussion.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

**FOR:**

Tom Short  
David Gentry  
Jerry Ford  
John Ludwig  
Terry Randolph  
Chris Savage  
Reggie Shanks  
Joe Trobuagh  
Michael Medley

Eris Bryant  
Sue Neal  
Jonathan Williams  
Daryl Blair  
Kevin Maynard  
Kim Bradford  
Jim Martin  
Bob Duncan  
Marsha Bowman  
Mike Atwood  
Cathy Reel

**AGAINST:**

Anna Ruth Burroughs

**ABSENT**

Scott Ebersole  
Ron Williamson

Steve Pierce

The Clerk announced twenty (20) voted for, one (1) voted against, and three (3) absent.  
The motion carried.

**NOMINATING COMMITTEE:**

**MOTION RE: NOMINATING COMMITTEE RECOMMENDS APPROVAL OF THE APPOINTMENT OF KEITH STREET TO THE CLEAN COMMISSION BOARD OF APPEALS. (3 YEAR TERM TO EXPIRE NOVEMBER 2015)**

Commissioner Eris Bryant moved and Commissioner Chris Savage seconded the motion to approve the appointment of Keith Street to the Clean Commission Board of Appeals to expire November 2015.

(SEE ATTACHED)

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**Debby Francis**

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**From:** Kim Bradford [kimeylyn@yahoo.com]  
**Sent:** Wednesday, November 14, 2012 6:41 AM  
**To:** debby@putnamco.org  
**Subject:** nominating minutes

Nominating meeting 11/13/2012

Present: Steve Pierce, Kim Bradford, Scott Ebersole and Eris Bryant. Absent: Mike Atwood

Recommends consideration of Keith Street to The Clean Commission Board of Appeals-- 3 yr term to expire Nov. 2015-- passed by all

Send to Rules Committee to set guidelines and term limits for Land and Facilities Committee

Kim Bradford

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The Chairman asked for discussion on the motion to approve the appointment of Keith Street to the Clean Commission Board of Appeals to expire November 2015. There was none.

The Chairman asked the Commissioners for a voice vote on the motion to approve the appointments of Keith Street to the Clean Commission Board of Appeals. The motion carried.

### **REPORT OF SPECIAL COMMITTEES**

Fire Study Committee Report by Commissioner Eris Bryant

Kevin Lauer from CTAS gave a 2012 Putnam County Fire Assessment Report.

(SEE ATTACHED)

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# 2012 Putnam County Fire Assessment



**Completed by:**

**Kevin J Lauer**

**Fire Management Consultant**

**The University of Tennessee**

**County Technical Assistance Service**

## **Scope of Project**

The Putnam County Executive and County Commission requested a fire department assessment from the University of Tennessee's County Technical Assistance Service. This study will address issues needed to improve the Public Protection Classification (PPC), as well as other operational issues that are identified to improve the delivery of fire protection in the county.

The Insurance Services Office, Inc. (ISO) recently conducted an evaluation of the unincorporated areas of Putnam County. The resulting survey classified Putnam County, outside the city limits, as a Class 6/9 PPC. The split rating means that all structures within five driving miles of a recognized fire station and 1,000' of a fire hydrant will receive a Class 6 rating. Structures that are within five driving miles of a recognized fire station, but more than 1,000' from a fire hydrant will receive a Class 9 rating. All other structures that are beyond five driving miles of a recognized fire station will receive a Class 10 rating.

Most of the structures in the unincorporated areas of the county have a PPC of a Class 9 or 10 due to the limited number of fire hydrants that can be accessed in the county, along with the fact that ISO only gave credit to six of the thirteen existing fire stations. This equates to higher insurance premiums paid annually by the owners of the structures.

## Facilities.

The Putnam County Fire Department currently operates 13 fire stations serving the unincorporated areas of the county. One facility is located inside the city of Cookeville and another is located inside the city of Monterey. ISO classifies communities on a scale of 1 to 10. A Class 1 PPC is the best and a Class 10 is equivalent to not having fire protection capabilities. Of the 13 fire stations, only six stations have been recognized by ISO as meeting the minimum criteria to be rated. This means that every structure located beyond five driving miles of stations 11, 12, 13, 21, 31, and 32 has received a Class 10 PPC from ISO.

This is a serious issue from a financial stand-point because the insurance rates of most companies are tied directly to the ISO rating. Additionally, most insurance companies will not insure properties that are rated Class 10; thus making the insurance market less competitive, equating to higher premiums for most residents.

In addition to the financial concerns, the simple fact that the department does not have the adequate facilities to provide fire protection response means that the PCFD cannot provide the services to the level necessary to protect against injury, death, and property destruction. The PCFD averaged a response time of 17.66 minutes per fire incident in 2011. This average response time does not include the time that it takes for someone to notice and report a fire, basically insuring that on average from the time of ignition until the time the fire department arrives, sets-up and begins suppression operation is greater than 20 minutes. Trapped occupants cannot survive for more than a couple of minutes in a structure fire and a fire that has a 20 minute head start will most likely be a total loss of property. *(Please see the attached Time vs. Products of Combustion chart)* Properly placed stations, with the necessary equipment and personnel, will have faster response times enabling the department to be able to mitigate an emergency earlier thus reducing the severity of the event.

Currently, 84.1% of the structures in the unincorporated area are located within five driving miles of a fire station (see *Putnam County Fire Coverage-All Stations*). However, only 62.7% of the structures are located within five driving miles of a fire station that has been recognized by ISO to meet the minimum criteria (see *Putnam County Fire Coverage-Current Credit Stations*). This means that 37.3% of the structures are located within an area that has received a Class 10 rating. Additionally, most of the structures within the recognized fire department areas are located more than 1,000' from a fire hydrant that the department is allowed to use (this is addressed further in the Water Supply section). This means that most structures are a Class 9 or 10 in the county.

It is recommended that the stations 14, 15, 22, 23, 24, 33, and 34 be replaced with a building that can house the appropriate size and type of apparatus necessary for that district. The

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stations should also be constructed or at least "roughed-in" to accommodate career or live-in personnel in the future. This includes office space, day room/kitchen, and bedrooms, as well as bays large enough for movement around the apparatus.

In addition to the replacement of the seven stations listed above, it is recommended that four additional stations be added to improve coverage. They are shown on the map labeled *Putnam County Fire Coverage-Proposed*. The locations are:

- Station A- McBroom Branch Road
- Station B- Clarkrange Highway (Highway 62) near Dripping Springs Road
- Station C- Mill Creek Road near Calf Killer Highway (Highway 84)
- Station D- Chester King Road near Gainsboro Grade (Highway 290)

With the recommendations listed, PCFD would have fire stations located within five driving miles of 93.7% of the structures in the county. Additionally, if an automatic aid agreement with the City of Cookeville was completed, 96.4% of the structures would be within five miles of a fire station. This is a significant improvement to the current coverage and realistically is about the best that could economically be achieved.

# TIME vs. PRODUCTS of COMBUSTION

**FLASHOVER**

*No one survives flashover*

PRODUCTS OF COMBUSTION

30% of smoke alarms didn't work in homes that had fires\*

25% of fire deaths occurred in home fires in which smoke alarms sounded\*

Without fire sprinklers, odds of escaping decrease significantly

SMOKE ALARM ACTIVATES

RESIDENTIAL SPRINKLER ACTIVATES

COMMERCIAL SPRINKLER ACTIVATES

FIREFIGHTERS OPEN HOSE NOZZLES

FIRE GROWTH UNRESTRICTED

FIRE GROWTH RESTRICTED

FIRE GROWTH RESTRICTED

DETECTION OF FIRE

REPORT OF FIRE

DISPATCH

RESPONSE TO FIRE

SETUP

FIGHTING FIRE

TIME VARIES

TIME DIRECTLY MANAGEABLE BY FIRE DEPARTMENT

0 1 2 3 4 5 6 7 8 9 10 **TIME (in minutes)**

*Based upon national averages*

## ACTIONS BEFORE FIRE

- 1) TEST SMOKE ALARMS
- 2) CONDUCT FIRE ESCAPE DRILLS



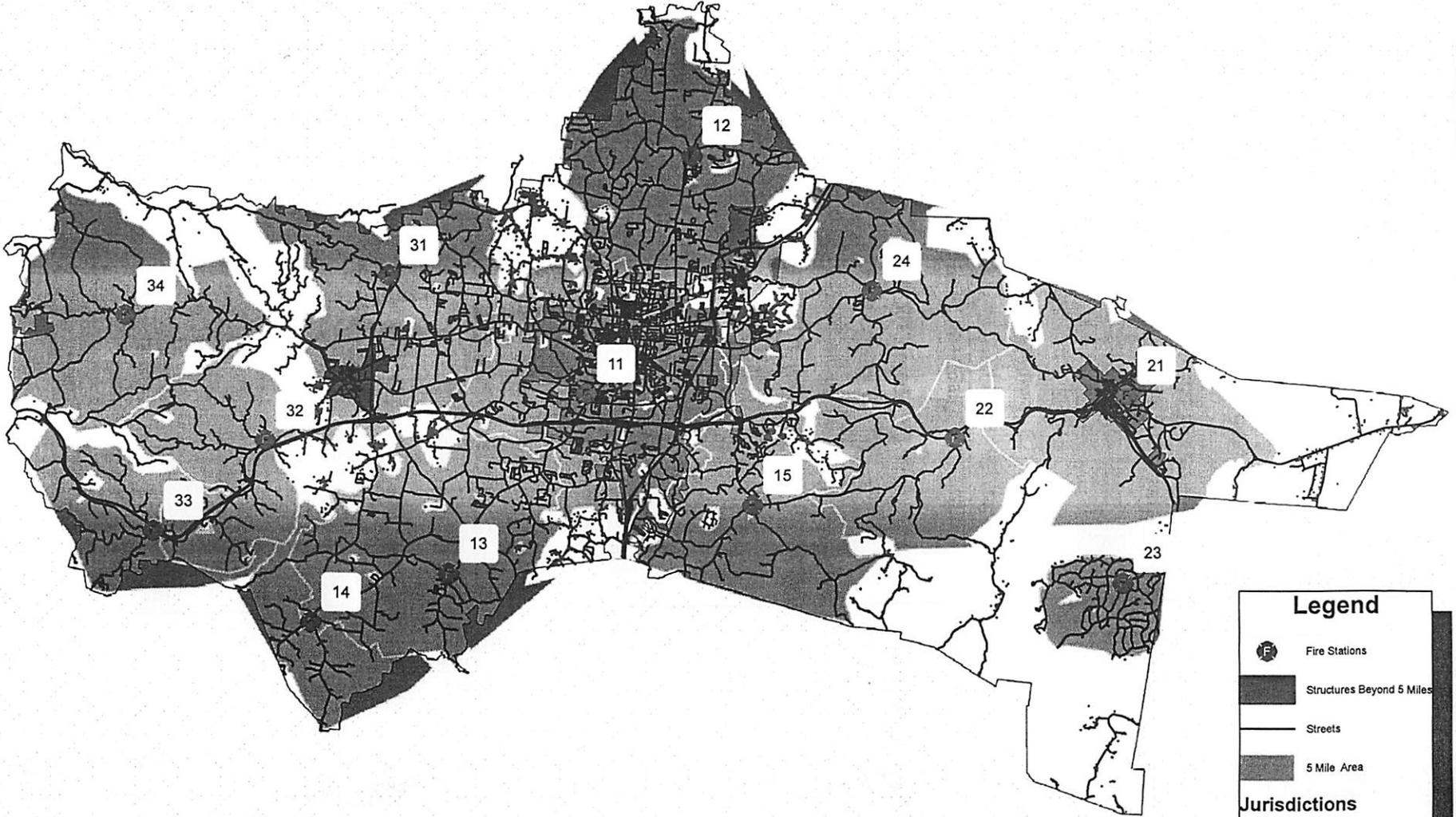
Northern Illinois  
Fire Sprinkler  
Advisory Board  
FireSprinklerAssoc.org



\*U.S. Experience With Smoke Alarms and Other Fire Alarms. NFPA. September 2001.

NOTE: See NFPA Fire Protection Handbook for time and temperature information.

# Putnam County Fire Coverage-All Stations



**Legend**

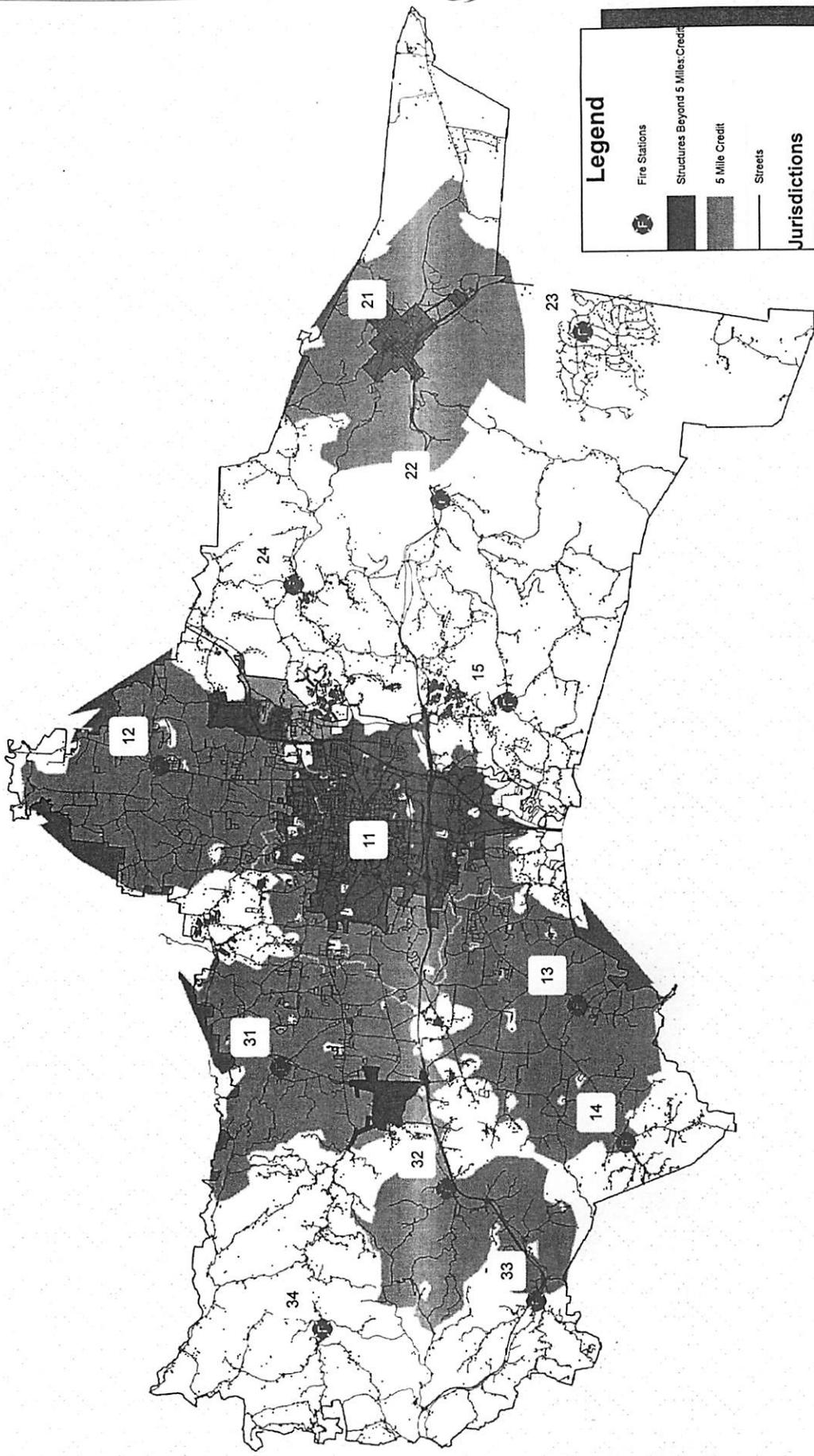
- Fire Stations
- Structures Beyond 5 Miles
- Streets
- 5 Mile Area

**Jurisdictions**

- ALGOOD
- BAXTER
- COOKEVILLE
- MONTEREY

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# Putnam County Fire Coverage-Current Credit Stations



**Legend**

- Fire Stations
- Structures Beyond 5 Miles Credit
- 5 Mile Credit
- Streets

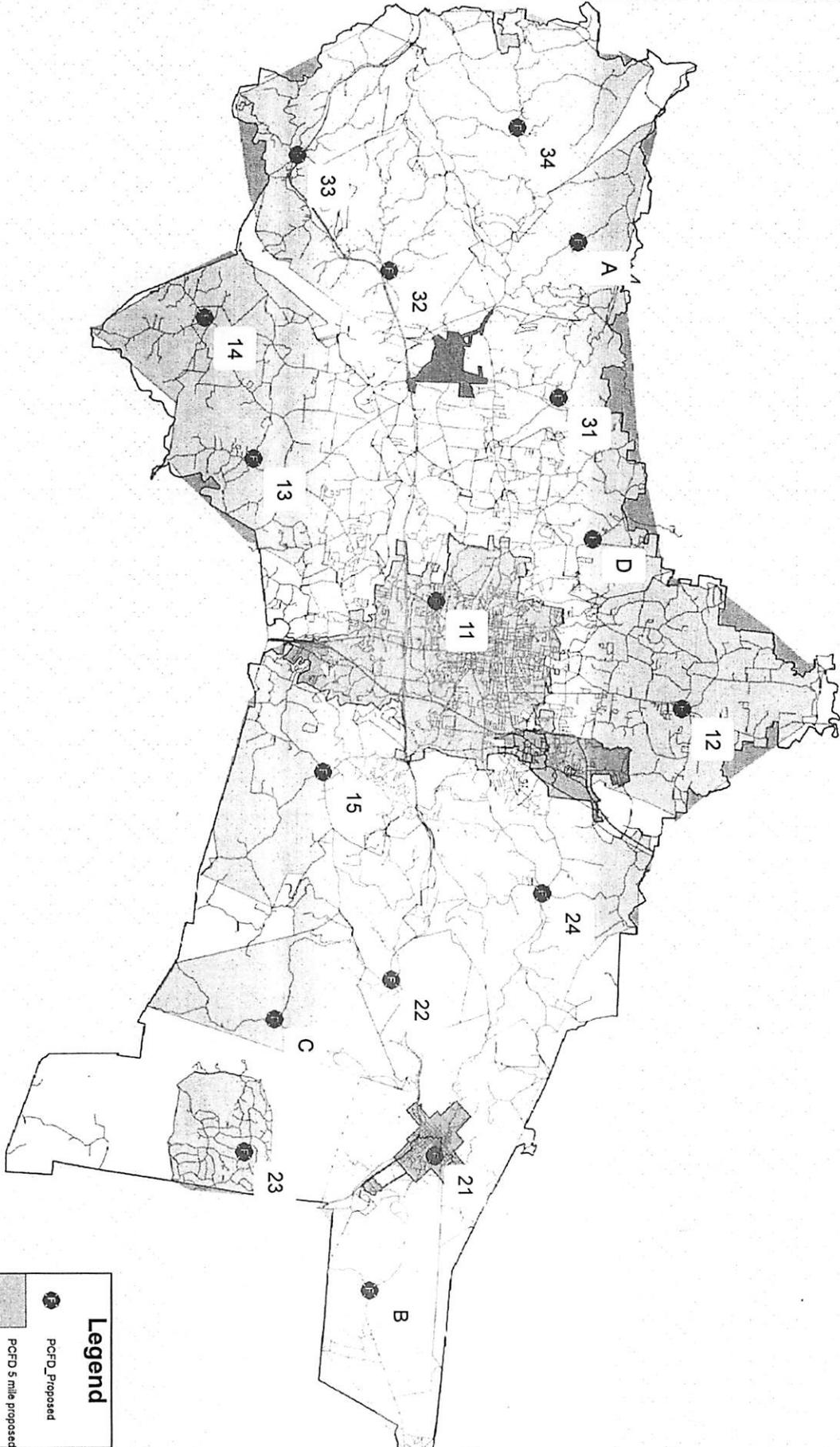
**Jurisdictions**

- ALGOOD
- BAXTER
- COOKEVILLE
- MONTEREY
- PUTNAM



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# Putnam County Fire Coverage- Proposed



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## Water Supply

Water supply is 40% of the ISO PPC evaluation. Without an adequate water supply, it is impossible to suppress a fire before significant destruction occurs. A number of factors are stacked against the PCFD to provide for an adequate water supply.

It has been well documented in the county the difficulties with the private water utility districts. With the exception of the municipal water departments, PCFD is not allowed to connect and pump from fire hydrants in the county. Even though there are a number of fire hydrants in the county outside the cities, the only ones that ISO recognizes are the hydrants that the PCFD has authorization to use. This means that even though a structure may be located within 1,000' of a hydrant and five miles from a fire station, the building will still have a Class 9 rating.

The lack of available fire hydrants is compounded in the fact that the fire department has an inadequate number of water tankers (tenders) strategically placed throughout the county. (Please see "Apparatus" for recommendations regarding tankers)

The water supply for the needed fire flows (NFF) must be established within 15 minutes from alarm time and sustained for a two-hour period in most cases. The NFF for commercial structures is determined by an extensive formula that ISO publishes. In one and two family dwellings not over 2 stories, the NFF is determined by distance. The following chart indicates the NFF:

Distance Between Buildings	Needed Fire Flow
More than 100'	500 gpm
31' – 100'	750 gpm
11' – 30'	1,000 gpm
10' or less	1,500 gpm

In areas where potable water lines are available, the system must be designed to meet the needed fire flows of the structures.

The most efficient way to decrease the needed fire flows and ensure that life safety will be increased is to require automatic suppression sprinklers in all new structures (this includes one and two family dwellings.) For commercial structures a properly installed and tested sprinkler system will remove structures from the fire departments batch report. In one and two family dwellings, sprinklers reduce the NFF to 500 gpm

regardless of how close they are placed. This allows developers to place more houses on a piece of land without negatively impacting the ability of the fire department to provide protection or penalize other residents by not being able to obtain the best possible ISO rating. Automatic sprinklers are a life safety and property protection device. The best analogy is to think of having a firefighter placed at the ceiling 24 hours a day/ seven days a week.

A key component of the water shuttle delivery is the ability to efficiently obtain, transport, and dump the water. All future tankers ordered must have dump valves and a sufficient number of portable tanks must be available to provide sufficient water flow capabilities. The practice of "nursing" off a tank will **NOT** deliver the required flows necessary to obtain the improved ISO rating.

In order for the needed fire flows to be established several factors must occur:

- Tankers and pumpers must be purchased and placed per apparatus improvement plan.
- Year round accessible water sources must be identified and certified.
  - These water sources should be located a distance no greater than one driving mile from any structure.
- Dry hydrants should be installed in as many locations as possible of these water sources to increase accessibility and speed of establishing drafting operations.
  - A strategic water resource plan should be completed in order keep the identification of water sources and installation of dry hydrants on track.
  - The county should address this issue and take the lead in obtaining grants and appropriating funding for the project and possibly partnering with community organizations to reduce the labor cost of installation.
- A countywide map book should be placed in each apparatus with all water sources identified and updated regularly and/or the water sources should be tagged in the computer in the dispatch center.
- A comprehensive water shuttle operations training program must be developed and practiced on a regular basis, not just when a fire occurs.

Any areas that will have access for potable water sources should be designed for fire flow requirements. This includes no point in the system flowing less than 500 gpm at 20 p.s.i. and hydrants placed appropriately. This can only be addressed with adequate subdivision regulations by the county that are enforced consistently. Hydrants must be flowed and tested according to ISO standards.

The **minimum** apparatus response dispatched to a structure fire should be the two closest pumpers and the three closest tankers in areas without adequate fire hydrants:

- First pumper responds to the scene of the fire.
- Second pumper responds to the closest pre-planned draft point.
- Closest tanker responds to the scene of the fire and drops its dump tank and load of water.
- The other tankers dump their loads of water and all will refill at the draft point from the second pumper.
- An additional pumper will have to be dispatched in instances in which the first pumper must lay a supply line from the road (in instances such as a long driveway or poor access) and the second pumper then establishes the dump tank drafting operation.
- A third pumper will then go to the closest draft point and the above operations will continue as stated above.
- For structures that have a higher fire flow requirement, additional tankers can be added as needed and an additional pumper may establish an additional independent draft point (these areas must be pre-planned for automatic response.)

## **Apparatus**

The PCFD has a tremendous need to upgrade apparatus within its fleet. Currently there are 39 pieces of mobile equipment located throughout the county. Twenty of the apparatus are 20 years old or older. Please see the following chart for a summary of apparatus and locations.

Over the years, the county has purchased eleven mini-pumpers. While the mini-pumpers may have a certain amount of operational usefulness, they do not receive credit from ISO as an engine company. Most of the mini-pumpers are over 25 years old and should be phased out of the fleet.

The department only has four dedicated engine (pumpers) companies. Part of the reason for this is the fact that a majority of the fire stations are inadequate and it is impossible to house an engine company in the station.

Of the water tankers (tenders) in the PCFD fleet, most are in good shape. Most of the tankers have a large pump and hose and may receive partial credit for an engine company (they must carry the full amount of engine company equipment to receive full credit). Two of the tankers are over 30 years old and should be replaced and an additional two tankers should be purchased (total of 4 new tankers). The new tankers do not need to have as large of the pump capacity of the current tankers. It is recommended that the tankers have a minimum of 500 gpm pump and 2,000 gallon tanks.

The PCFD must begin a program to purchase engines (pumpers) and place at each station. The stations must be constructed in order to house the apparatus. The department needs at least nine engine companies to place at the existing station locations, with an additional four engines when the proposed new stations are constructed. Of those, two of the engines should have dump chutes to double as pumper/tankers. The remaining engines can be smaller commercial chassis with 1,250 gpm pumps and 1,000 gallon tank capacity. Purchasing the commercial engines will reduce the cost of this large capital upgrade. All engine companies should be fully equipped with the necessary equipment per the National Fire Protection Association (NFPA) 1901 Standard on Fire Apparatus.

This is a tremendous expense for such a large number of fire apparatus. It might be advisable to purchase a block of four or five apparatus on the first round and then plan on adding two apparatus a year for an indefinite amount of time. Even with the newer apparatus that are currently in the fleet, these trucks will need to be replaced by the time the fleet is up to the minimum level needed. It is very important to remember that the cost of apparatus continues to go up each year. The longer that it takes to replace/update the necessary apparatus, the

more it will cost. The department should utilize every grant opportunity available to help offset this required investment.

The department should also add at least two service companies on the east side of the county.

### County Apparatus Inventory

Department	Station	Year	Manufacturer	Truck Type	Tank Size	Pump Capacity	Dump Tank	Dump Chute	Other Info.
PCFD	Command	2012	Chevrolet	Tahoe	n/a	n/a	n/a	n/a	
PCFD	Command	2007	Ford	Expedition	n/a	n/a	n/a	n/a	
PCFD	Command	2003	Ford	Explorer	n/a	n/a	n/a	n/a	
PCFD	Command	2001	Ford	Expedition	n/a	n/a	n/a	n/a	
PCFD	Command	1992	Ford	Bronco	n/a	n/a	n/a	n/a	
PCFD	spare	1995	Jeep	Cherokee	n/a	n/a	n/a	n/a	
PCFD	spare	1991	Jeep	Cherokee	n/a	n/a	n/a	n/a	
PCFD	11	2003	Rosenbauer	Pumper	1000	1250	n/a	1 rear	
PCFD	11	1997	Deep South	Tanker	3000	1000	3000	3	
PCFD	11	1985	Pierce	Mini Pumper	250	250	n/a	n/a	
PCFD	11	1999	Ford	Service Co	n/a	n/a	n/a	n/a	
PCFD	11	1983	Chevrolet	Brush	100	30	n/a	n/a	
PCFD	12	1987	KME	Pumper	1000	1250	n/a	n/a	
PCFD	12	2005	Rosenbauer	Tanker	2000	1250	2000	3	
PCFD	13	1990	Pierce	Mini Pumper	250	250	n/a	n/a	
PCFD	13	2007	Rosenbauer	Tanker	2000	1250	2000	3	
PCFD	14	1988	Pierce	Mini Pumper	250	250	n/a	n/a	
PCFD	15	1990	Pierce	Mini Pumper	250	250	n/a	n/a	
PCFD	21	1993	KME	Pumper	1000	1250	n/a	n/a	
PCFD	21	2003	Rosenbauer	Tanker	2000	1250	2000	3	
PCFD	21	1988	Pierce	Mini Pumper	250	250	n/a	n/a	
PCFD	22	1986	Pierce	Mini Pumper	250	250	n/a	n/a	
PCFD	23	1989	Pierce	Mini Pumper	250	250	n/a	n/a	
PCFD	23	1978	Chevrolet	Tanker	1500	0	1500	1 rear	
PCFD	23	2001	Chevrolet	Brush	100	30	n/a	n/a	
PCFD	24	1989	Chevrolet	Mini Pumper	250	250	n/a	n/a	
PCFD	31	2008	Rosenbauer	Pumper	1000	1250	n/a	n/a	
PCFD	31	2003	Rosenbauer	Tanker	2000	1250	2000	3	

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### County Apparatus Inventory

Department	Station	Year	Manufacturer	Truck Type	Tank Size	Pump Capacity	Dump Tank	Dump Chute	Other Info:
PCFD	31	1989	Pierce	Mini Pumper	250	250	n/a	n/a	
PCFD	31	1995	Ford	Service Co	n/a	n/a	n/a	n/a	
PCFD	31	1977	Dodge	Brush	100	30	n/a	n/a	
PCFD	32	1987	Pierce	Mini Pumper	250	250	n/a	n/a	
PCFD	32	2007	Rosenbauer	Tanker	2000	1250	2000	3	
PCFD	32	1981	Ford	Tanker	1800	0	1800	1 rear	
PCFD	33	1987	Pierce	Mini Pumper	250	250	n/a	n/a	
PCFD	34	1978	Chevrolet	Mini Pumper	100	150	n/a	n/a	
PCFD	31		Eagle	Mobile Air	n/a	n/a	n/a	n/a	
PCFD	11	1991	Dodge	Van	n/a	n/a	n/a	n/a	
PCFD	11	1998	Volvo	Road Tractor	n/a	n/a	n/a	n/a	

## Training

PCFD has been a leader in the Upper Cumberland area regarding training standards and number of hours completed each year; however, the department only received 1.99 out of the possible 9 points for training. This can be attributed to a number of factors including:

- The department does not have a drill tower to use for training
- Only 9% of the department completed the annual required number of drills
- New driver training averaged only 13 of the 40 hours needed for full credit
- 66% of the department completed the ½ day of hazardous materials training
- New recruit training averaged 86 hours. To receive full credit a total of 240 hours is needed
- There were zero pre-incident fire plans completed. This is a large category in the training credit

Recommendations to improve the training credit for ISO include:

- Improved documentation of training to ensure that all personnel attending training receive credit and also to ensure that the type of training be documented to include the required areas that will receive full credit
- In order for personnel to receive full credit for the year, 240 hours of training must be documented by each firefighter. This is very difficult to achieve for most volunteers. However, many volunteer departments have personnel that are full-time or associated with another agency. The training completed at another fire department should be documented and submitted to PCFD also. This can be used up to 120 hours of the 240 needed for full credit. Officer and driver training from another agency can also be credited for PCFD if documented.
- A new recruit must complete 240 hours of training to receive full credit. As stated above, the average number of hours completed is 86. The department should look at increasing the number of hours documented for new recruits. This would include training in the areas of the incident command system, hazardous materials awareness, rescue techniques, and any area used in the interim until the "Rookie School" is available (such as SCBA usage, safety, fire behavior, etc.). This should be formalized in a recruit training curriculum and check off system.
- A countywide all jurisdictions training program should be established. This includes a more formal centralized training location that all jurisdictions can share in the use and maintenance of the property. A drill tower and various training props can be developed and used by the agencies. PCFD already has received an advanced live burn trailer that could be housed at this facility. This will not only improve the training facilities score for

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ISO, but will increase competencies for the departments and inter-agency cooperation and efficiency when operating together on multi-department incident.

- A pre-incident fire plan program must be developed and updated annually. This can be challenging with an all-volunteer department. The program should be divided out and each station is responsible for completing a consistent pre-fire plan and training the members of the station regarding the hazards within its first due area. The command vehicles should have updated pre-fire plans of all commercial properties outside the cities. This is accomplished most efficiently using computer programs assigned to the command vehicles.

## Personnel

The most pressing need of the PCFD is the lack of personnel to operate a volunteer fire department. When the ISO evaluation was conducted the department averaged 10.35 volunteer personnel per structure fire. This equates to .86 of the 15+ points available in this category. An analysis of the fire responses for 2011 shows that the department averaged 7.32 personnel per incident. These numbers are very critical to not only the citizens that are depending on the fire department, but also to the fire department personnel as well. A simple single family dwelling fire with a fire hydrant available requires 20+ personnel to perform all of the necessary functions. Additionally, the fact that most of the county needs a water shuttle operation, increases the number of personnel needed to operate at a structure fire. Fire departments that operate with inadequate staffing, place their personnel at risk for injury due to the dynamic nature of a fire and building construction characteristics.

Currently, there are 68 members on the roster of the PCFD. Attached is a map titled *Putnam County Fire: Personnel* showing the residences of the members in relation to the fire stations. The facilities section detailed the additional fire stations that are needed; however, if the stations are built without fire personnel that are recruited, trained, and respond to the stations, the money will be wasted because the facilities would basically be a garage and not a functional fire station.

**PCFD needs additional personnel.** A dedicated recruitment and retention coordinator position should be established to focus on the recruitment and retention of volunteer personnel. It is the responsibility of every member of the department to market the department and identify additional volunteer fire fighters. A marketing campaign throughout the county should be initiated to educate the public that the fire department relies on volunteer personnel and that additional help is needed. Incentives could be given to existing members for recruiting volunteers that complete the basic training for example. Creativity is the key when recruiting and retaining volunteer personnel. It is also essential to have a training program that is clearly defined so the new personnel understand what is expected of them (especially in the first year when the basic training is completed.) Monthly training should be coordinated and offered in various time frames (daytime, weekends, evenings, etc.) in order to make it available to the highest numbers of personnel.

The second program that should be developed is a firefighter "live-in" program at the fire station. Depending upon each station's facilities, one or two personnel could have the opportunity to live at the fire station for no cost. In return the firefighters should have at least the following responsibilities:

- Participate in at least the minimum monthly training requirements

- Provide routine station and vehicle maintenance/testing (mow the yard, clean the station/trucks, conduct apparatus/equipment checks, etc.)
- Respond to all incidents that the apparatus is assigned on when available
- Obtain specified training/certifications (i.e. Firefighter I, Pumper Operations and Driver qualification, medical first responder, EMT, etc.) These requirements can be adjusted depending on length of service, age of personnel, etc.
- Assist/conduct semi-annual fire hydrant testing and pre-incident fire plans
- Assist/deliver public education and public relation programs
- Show evidence of renters insurance for personal possessions

A live in program is a very cost effective program that can receive credit for full-time personnel if documented properly.

In order to create a more reliable delivery of services it is essential to ensure that a small contingent of career personnel is hired. Multiple staffing models have been run and the most efficient solution would include a multi-year approach. Year one could be initiated during the next fiscal year. This would include the hiring of five full-time personnel. This will increase daytime staffing when the volunteer availability is at its weakest. The personnel would consist of four fire fighters working Monday through Friday. Responsibilities include, but not limited to:

- Complete a minimum of 20 hours per month training
- Ensure that apparatus and equipment at the station(s) are ready to respond at all times
- Respond to all structure fires countywide and any incident that has a delay of volunteer response per SOP
- Respond to all incidents within assigned area per SOP's, including emergency medical first responder calls when trained to the appropriate level
- Conduct all pre-fire plans, fire hydrant testing, and public education programs within assigned area

The additional full-time position would function as an administrative officer overseeing daily operations, conducting quality assurance of incident reports, ensuring compliance with state and federal requirements, coordinating the recruitment program, etc.

The second year staffing increase would include the hiring of four personnel. The firefighters could work a staggered 12 hour shift ensuring that a minimum of four full-time personnel are on duty 12 hours a day, seven days a week. The personnel would be assigned to the centrally located station and would staff the engine along with any live-ins.

The final full-time career staffing increase for the foreseeable future would occur in the third year and involve four more personnel. At that time, the crews would be moved to a 24 hour

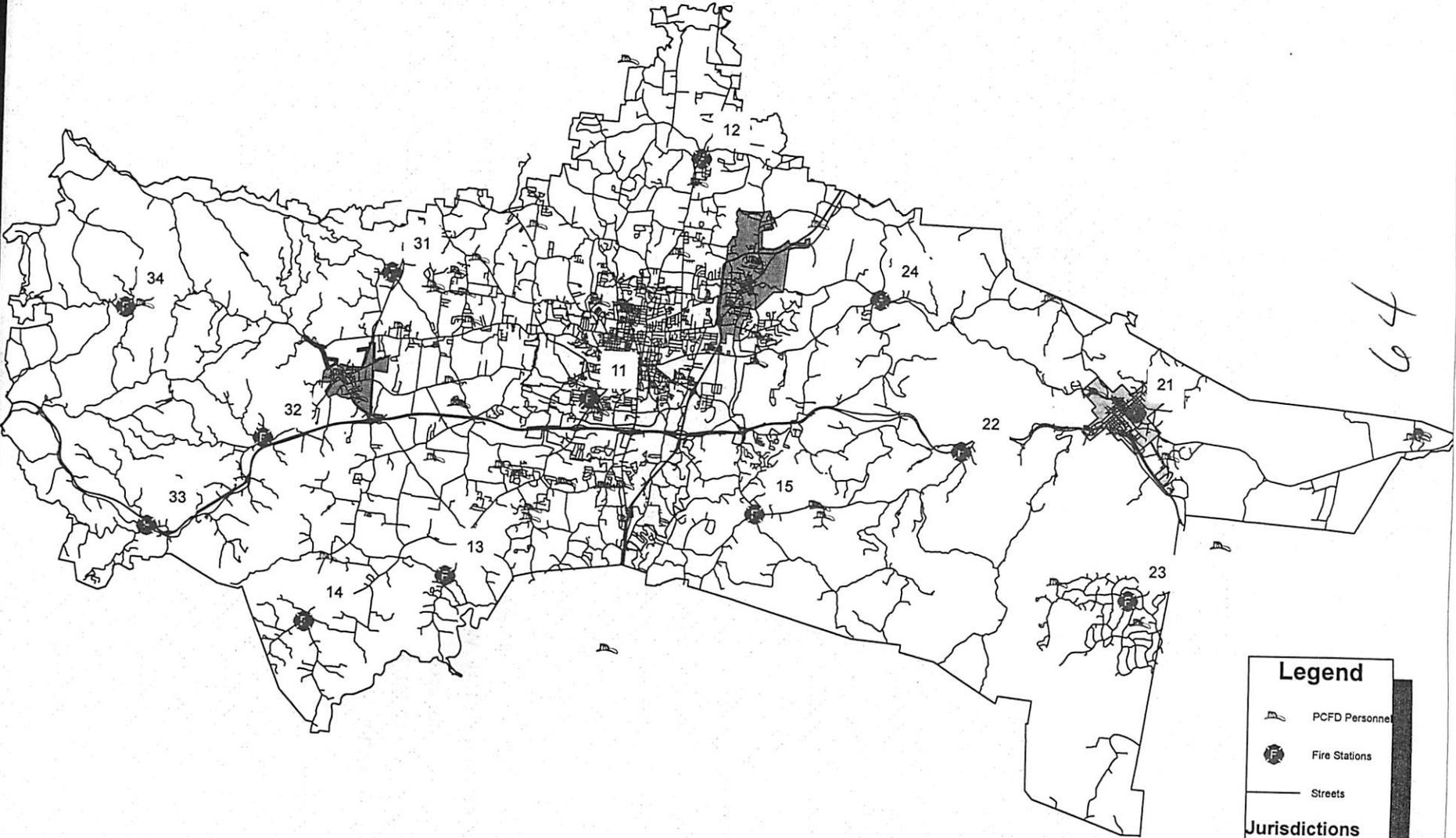
shift with 48 hours off ensuring that full-time coverage of at least four firefighters was provided 24 hours a day.

Part-time personnel could be hired to supplement the full-time personnel for vacation/sick days or when additional staffing was needed.

It is very important to keep in mind that the volunteer ranks of the department need to continue to grow even with the hiring of the full-time personnel. It would be extremely difficult from a fiscal standpoint for the county to rely on an all or mostly career contingency.

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# Putnam County Fire Personnel



**Legend**

- PCFD Personnel
- Fire Stations
- Streets

**Jurisdictions**

- ALGOOD
- BAXTER
- COOKEVILLE
- MONTEREY
- PUTNAM

## **Funding**

According to TCA § 5-7-101 (d) counties may fund a countywide fire department by 1.) Property tax levied by a fire tax district according to TCA § 5-7-105, -106, -107 or 2.) Situs based revenues from the unincorporated areas of the county, or 3.) Revenues that have already been shared with municipalities. The countywide fire department may contract with municipal fire departments for coverage within unincorporated portions of the county. TCA § 5-7-101 (d) (4) allows the local government to receive donations or charitable contributions for fire protection regardless of the mechanism of funding selected. Currently, Putnam County uses situs based taxes to fund the PCFD. This source of funding is limited and as the department makes the necessary improvements (station and equipment upgrades, full-time personnel, etc.), it will most likely be necessary to explore an alternative revenue stream.

## **Fire Tax Districts**

A county that chooses to fund fire protection using fire tax districts must create one or more districts comprised of the entire county outside of the municipal limits, per TCA § 5-17-105. The fire tax is to be assessed the same as the property tax and collected as an addition to it. 5-17-106(b) requires that the rate set shall be sufficient to pay for each district's share of the total county fire department budget. This is a dedicated revenue stream that can only be used for fire protection activities and is the most efficient way to pay for fire protection in a county.

## **Fire Fees**

An alternative to fire tax districts is to create an "Urban Type Public Service" as authorized by TCA § 5-16-101 (b) (2) and charge a fire fee. This type of service and funding has only been enacted in Shelby County. While it allows the department to create various types of fees (residential vs. commercials, unimproved property, etc.) it is very difficult to collect because it cannot be placed on the tax statement. This creates a large administrative burden to bill and follow-up collection in order to generate the revenue needed to pay for fire protection.

64-B

## Summary

The recommendations of this report are the minimum needed to improve the ISO rating as requested by the County Commission and County Executive. Additional changes may be considered based upon hazards and economic conditions.

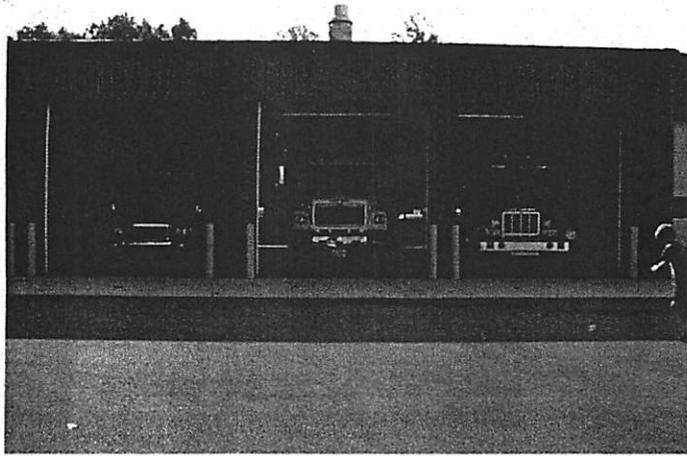
The Putnam County Fire Department is facing significant challenges to provide fire protection to the citizens and visitors of the county. These include staffing, facilities, and apparatus to name a few. Many of the residents have already faced the real financial impact of insurance ratings increasing significantly over the past year. Others have had homes destroyed by fire due to lengthy response distances and times.

The solution to improving the fire and emergency response capabilities will take several years to complete due to the cost and size of the upgrades necessary. Without a comprehensive methodical plan developed jointly by the fire department administration, County Executive, and County Commission the department will continue to regress as the needs rise.

The total cost of the improvements is not listed in this report because of the volume of improvements and the time that it will take to implement the project. Today's estimates will very likely be outdated in three to five years, while it will very likely take longer than that if all of the recommendations are implemented.

## Station/Apparatus Appendix

65-B



**Station 11**  
Fire Department Headquarters



**1997 Deep South Tanker**  
3,000 gallon tank  
1,000 gpm pump  
Dump tank

64

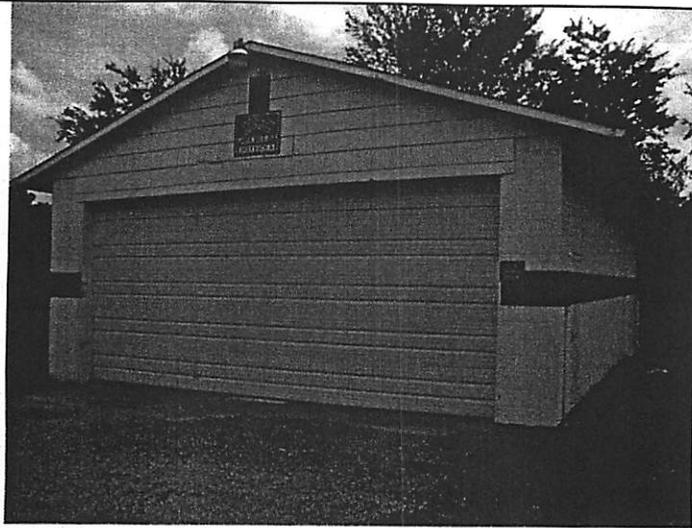


**2003 Rosenbauer Pumper**  
1,250 gpm pump  
1,000 tank  
Rear Dump Chute



**1983 Chevrolet Brush Truck**

66-B



**Station 12**

Structural Damage needs repaired

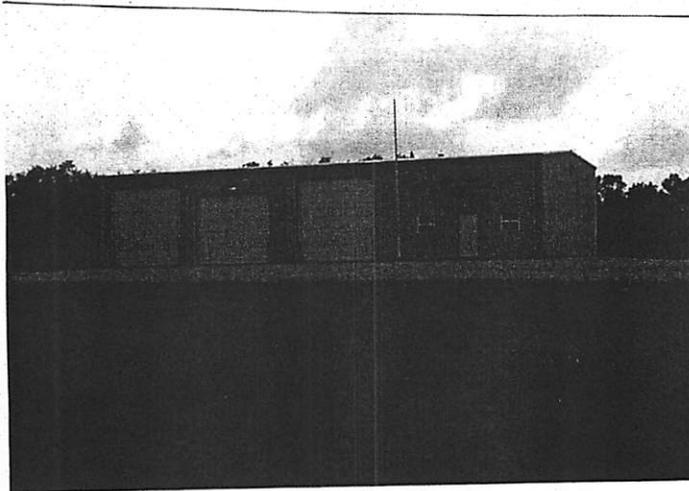


**1987 KME Pumper**

**1,250 gpm pump 1,000 gallon tank**

**2005 Rosenbauer Tanker 2,000 gallon tank 1,250 gpm  
pump**

67



Station 13



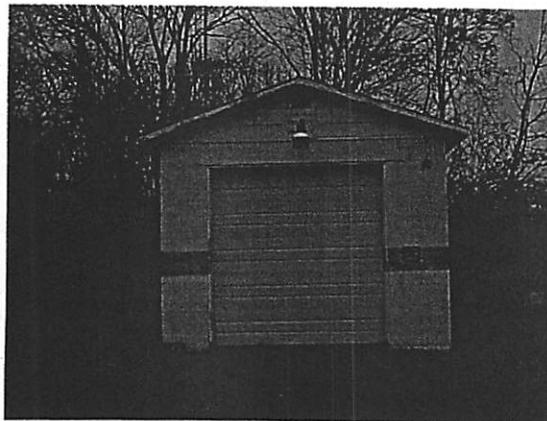
Station 13

67-B



**2007 Rosenbauer Tanker**

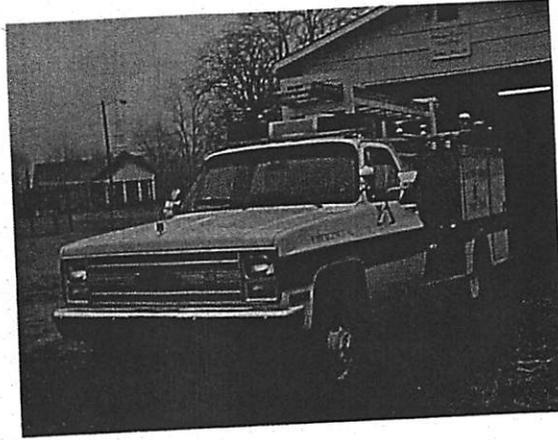
2,000 gallon tank  
1,250 gpm pump  
Dump tank



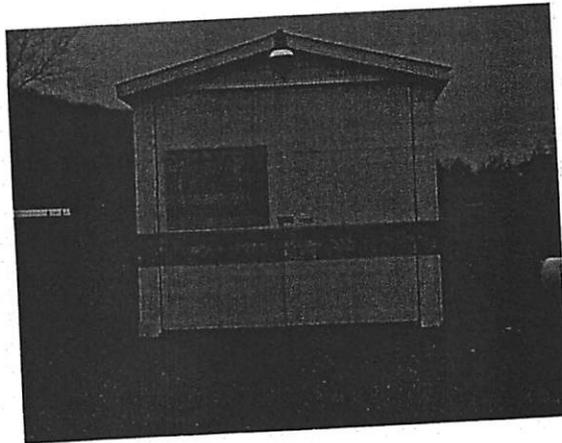
**Station 14**

Not recognized by ISO

68



**1988 Pierce Mini-pumper**  
250 gallon tank  
250 gpm pump

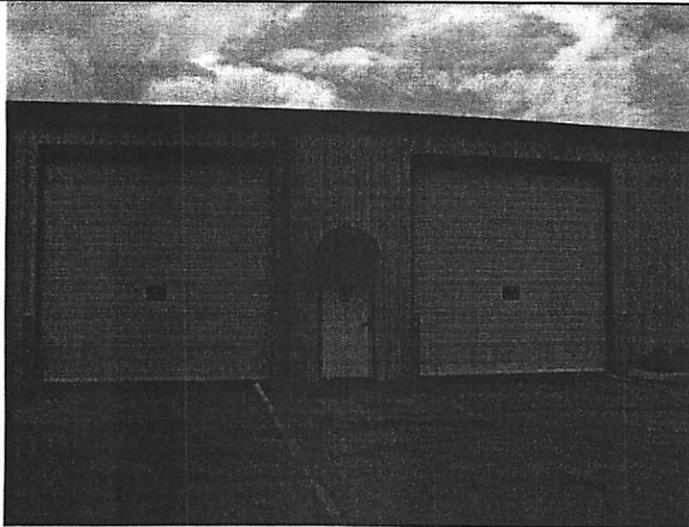


**Station 15**  
Not recognized by ISO

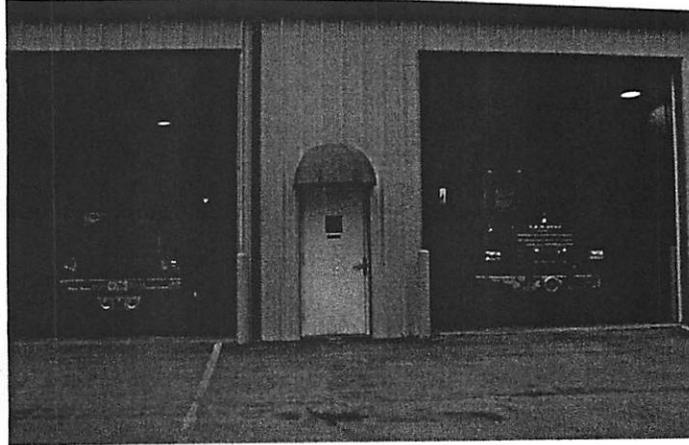
68-12



**1990 Pierce Mini-pumper**  
250 gallon tank  
250 gpm pump



**Station 21**  
Insufficient space for size of apparatus

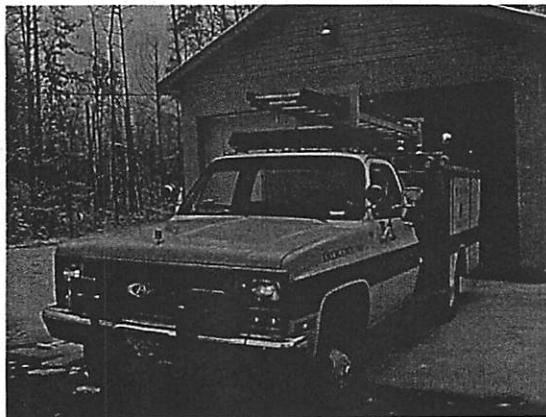


1993 KME Pumper 1,250 gpm pump 1,000 gallon tank  
2003 Rosenbauer Tanker 1,250 gpm pump 2,000 tank  
Dump chute



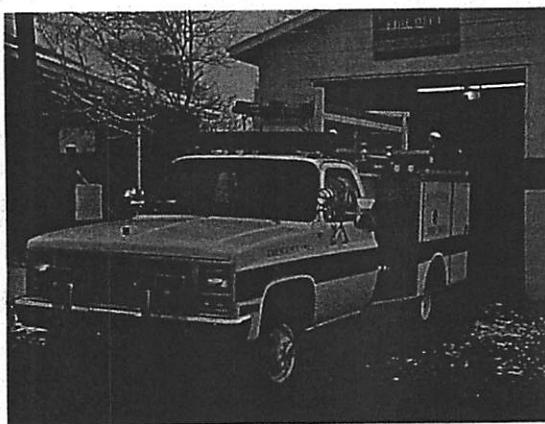
**Station 22**  
Not recognized by ISO

69-B



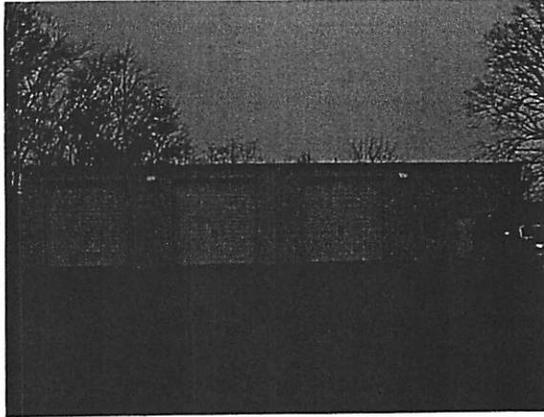
**Station 23**

Not recognized by ISO

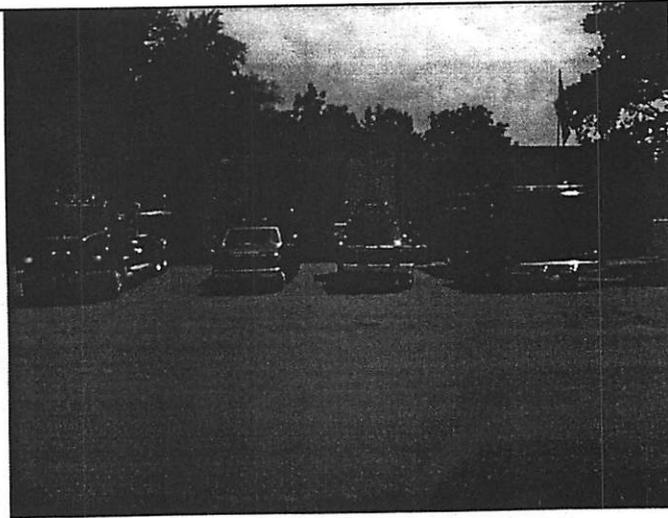


**Station 24**

Not recognized by ISO



Station 31



Station 31

70-B



**2008 Rosenbauer Pumper**

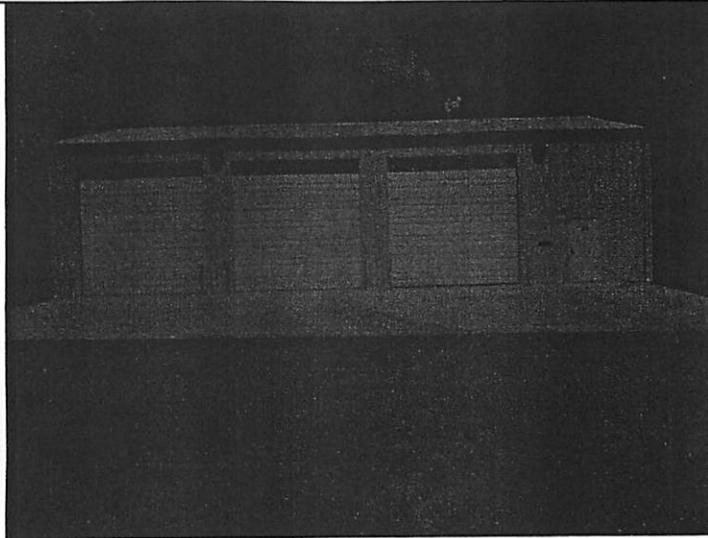
1,250 gpm pump  
1,000 gallon tank



**2003 Rosenbauer Tanker**

1,250 gpm pump  
2,000 gallon tank  
Dump tank

71



**Station 32**



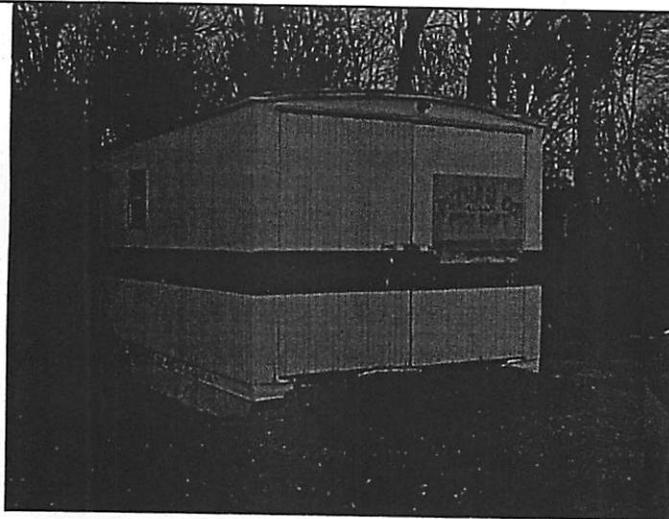
**2007 Rosenbauer Tanker**

1,250 gpm pump  
2,000 gallon tank  
Dump tank

71-B



**Station 33**  
Not recognized by ISO



**Station 34**  
Not recognized by ISO

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## **RESOLUTIONS**

### **ELECTION OF NOTARIES**

Commissioner Eris Bryant moved and Commissioner Michael Medley seconded the motion to approve the Election of Notaries.

(SEE ATTACHED)

**PUTNAM COUNTY CLERK  
WAYNE NABORS COUNTY CLERK  
P.O. BOX 220  
COOKEVILLE TN 38503  
Telephone 931-526-7106  
Fax 931-372-8201**

**Notaries to be elected November 19, 2012**

---

LINDA ALCORN  
JEANETTE C BARTON  
CHARLOTTE P BOCK  
NOEL R BOHANNON  
KRISTY M BROCKETTE  
BILLIE JO BUSSELL  
MEGAN COLE  
SHAQWANA CRAWLEY  
HELEN CYPHERS  
NATHAN EVANS  
DONNA P FARMER  
JENNIFER FLATT  
MICHELE L FREEMAN  
JERE L HARGROVE  
SHERRY HENDRICKS  
SYLVIA J HENRY  
JIMMY HULL  
SHERRY LANE-HAMILTON

TED MCWILLIAMS  
FAYE MONK  
DANNY M MORPHEW  
DARYHL K MURPHY  
KELLIE NICHOLS  
KERRY PARKER  
BRANDON REEVES  
DEBORA S ROSSIE  
TERESA L SMITH  
KRISTIN A STAFFORD  
MICHELLE SWEET  
JANIE THOMPSON  
KRISTA VANCE  
MYRA WALKER  
JOHNNIE WHEELER  
JULIA A WHEELER

The Chairman asked for discussion on the Election of Notaries. There was none.

The Chairman asked the Commissioners to vote on the Election of Notaries. The Commissioners voted as follows:

FOR:

Tom Short  
David Gentry  
John Ludwig  
Anna Ruth Burroughs  
Terry Randolph  
Chris Savage  
Reggie Shanks

Eris Bryant  
Sue Neal  
Jonathan Williams  
Daryl Blair  
Kevin Maynard  
Kim Bradford  
Jim Martin  
Bob Duncan  
Mike Atwood  
Cathy Reel

ABSTAIN:

Jerry Ford  
Joe Trobaugh  
Michael Medley

Marsha Bowman

ABSENT

Scott Ebersole  
Ron Williamson

Steve Pierce

The Clerk announced seventeen (17) voted for, zero (0) voted against, four (4) abstained, and three (3) absent. The motion carried.

#### **OTHER NEW BUSINESS**

#### **MOTION RE: RATIFICATION OF COUNTY EXECUTIVE KIM BLAYLOCK'S APPOINTMENTS TO THE E-911 BOARD AS FOLLOWS:**

**SANDY MARTIN  
RANDY SHELTON  
RALPH DUNN**

**(4 YEAR TERMS – TERMS TO EXPIRE NOVEMBER 2016)**

Commissioner Bob Duncan moved and Commissioner Eris Bryant seconded the motion to approve the Ratification of County Executive, Kim Blaylock's appointments to the E-911 Board.

The Chairman asked for discussion on the motion to approve the Ratification of County Executive, Kim Blaylock's appointments of Sandy Martin, Randy Shelton, and Ralph Dunn to the E-911 Board. There was none.

The Chairman asked for a voice vote on the motion to approve the motion. Commissioner Jim Martin abstained from voting on the E-911 Board. The motion carried.

### **ANNOUNCEMENTS AND STATEMENTS**

The Chairman announced there will be a work session at Christies on Saturday, December 8, 2012 at 7:00 AM.

**EMPLOYEE OF THE MONTH: BRENDA BROWN**

**CITIZEN OF THE MONTH: BECKY RAINS**

(SEE ATTACHED)

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**EMPLOYEE OF THE MONTH FOR NOVEMBER, 2012**

**BRENDA BROWN**

**Brenda has been employed at the County Clerk's office for ( 11 ½ ) years.**

**Brenda is the first person you see as you enter the County Clerk's office because she maintains the information desk, which involves a whole host of duties. She answers the phone (150-200 calls per day), directs traffic, assists customers with motor vehicle questions and forms, all phases of business tax license, issuance of marriage license, notary applications and has produced the county commission minutes for the last ( 4 ½ ) years.**

**When she is not at the office, she enjoys spending time with her husband of (40) years Wayne, her children Jason & Kim and her (4) wonderful grandchildren.**

Betsy Raines

Citizen Award  
CITIZEN OF THE MONTH  
FOR NOV. 2012

Retired Algood School  
which she helped children, parents, teachers  
for many years

Help start & organize the Algood Christmas Parade

Member Algood Business Association,

Beautification Committee

Algood Event Coordinator

Helping Hands to many, makes sure  
in Citizens have a way to Grocery store,  
Drug store & to Vote.

If Needed Always there -

Thank you  
Cathy Reed

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**MOTION RE: ADJOURN**

Commissioner Daryl Blair moved and Commissioner Kim Bradford seconded the motion to Adjourn.

The Chairman asked for a voice vote on the motion to Adjourn. The motion carried.

**FISCAL REVIEW COMMITTEE  
MINUTES**

**November 13, 2012**

Prepared by Deborah Francis

**ROLL CALL**

Bob Duncan	Present	Daryl Blair	Present
Jerry Ford	Present	Kevin Maynard	Present
Scott Ebersole	Present	Steve Pierce	Present
Terry Randolph	Present	Mike Atwood	Present
Mike Medley	Present	Sue Neal	Present
Andy Honeycutt	Present	Chris Savage	Present

**Item #1 County General Amendments presented**

**Motion: Recommends approval of budget amendments to the County General Fund as presented.**

Made By: Atwood  
Seconded: Ludwig

**VOICE VOTE**

**APPROVED**

**Item #2 GPS amendments**

**Motion: Recommends approval of budget amendments to the General Purpose School fund as presented.**

Made By: Neal  
Seconded: Maynard

**VOICE VOTE**

**APPROVED**

**Item #3 Industrial/Economic Development Fund amendment**

**Motion: Recommends approval of budget amendment to the Industrial/Economic Development Fund as presented.**

Made By: Neal  
Seconded: Pierce

**VOICE VOTE**

**APPROVED**

**Item #4 Drug Control Fund amendment**

**Motion: Recommends approval of budget amendments to the Drug Control Fund as presented.**

Made By: Duncan  
Seconded: Savage

**VOICE VOTE**

**APPROVED**

**Item #5 Budget amendment for overtime in the Jail request of \$100,000 from County General Fund Balance**

**After much discussion the following motion was made:**

80

**Motion:** Recommends approval of budget amendment for overtime in the jail of \$100,000 coming from fund balance.

Made By: Maynard  
Seconded: Atwood

**VOICE VOTE**

**APPROVED**

Note: Randolph voted "NO"

**Item #6** *Capital Outlay request for emergency replacement and repairs*  
*Replacement of Avery Trace Roof of Gym 118,000*  
*Replacement of Boilers at the Jail 115,000*  
*Plenum Wiring at the Jail 30,000*

**Motion:** Recommends budget amendment for emergency capital repairs as follows:

\$118,000 for replacement of Avery Trace Gym roof  
\$115,000 for replacement of boilers at the Jail  
\$ 30,000 for Plenum Wiring at the Jail

Made By: Neal  
Seconded: Maynard

**VOICE VOTE**

**APPROVED**

**Item #7** *Proposed change in the Debt Management Policy*

**Motion:** Recommends approval of the following change to the Debt Management Policy:

*Debt Administration*  
*Part A. Planning for Sale*  
*Section 1*  
*Change From:*  
*It shall first be considered by the Budget Committee of the Governing Body*  
*Change To:*  
*It shall first be considered by the Fiscal Review Committee*

Made By: Savage  
Seconded: Maynard

**VOICE VOTE**

**APPROVED**

**Item #8** *Quarterly Reports*  
*No Questions*

**Item #9** *Any other business*  
*NONE*

**ADJOURNED**

81

# **FISCAL REVIEW AGENDA**

**TO: Putnam County Board of Commissioners**

**FROM: Kim Blaylock, County Executive**

**DATE: November 5, 2012**

**RE: Fiscal Review Committee Agenda**

**Listed below are items to be considered by the County's Fiscal Review Committee on TUESDAY, November 13, 2012, at 5:30 PM in the County Commission Chambers at the Courthouse.**

1. Consider approval of budget amendment to the County General Fund.
2. Consider approval of budget amendment to the General Purpose School Fund.
3. Consider approval of budget amendment to the Industrial/Economic Development Fund.
4. Consider approval of budget amendment to the Sheriff's Drug Control Fund.
5. Discuss amendment request from Sheriff David Andrews requested for overtime.
6. Discuss budget amendments/Capital Outlay Notes for Emergency capital projects needed:

Repair of Avery Trace Roof	118,000
Boilers at the Jail	115,000
Plenum Wiring at the Jail	30,000
7. Consider the following change to the Debt Management Policy:  
Debt Administration  
Part A Planning for Sale  
Section 1  
From;  
*It shall first be considered by the Budget Committee of the Governing Body*  
to  
*It shall be first be considered by the Fiscal Review Committee of the Governing Body*
8. Any questions about quarterly reports.
9. Any other business that needs to be reviewed by the Fiscal Review Committee.



**Item #5**    **Any other business**  
**Request from EMS for additional vehicle for surplus sale**

**Motion:**    **Recommends approval to sell the following at the next available surplus auction:**  
                  **2008 Ford F450 Chassis Only VIN#1FDXF46R18EE42824 (no motor)**

Made By:    Martin  
Seconded:   Bradford

**VOICE VOTE**

**APPROVED**

**ADJOURNED**

## **PLANNING COMMITTEE**

**TO: Putnam County Board of Commissioners**

**FROM: Kim Blaylock, County Executive**

**DATE: November 5, 2012**

**RE: Planning Committee Agenda**

**Listed below are items to be considered by the County's Planning Committee on TUESDAY, November 13, 2012, at 6:00 PM in the County Commission Chambers at the Courthouse.**

1. Consider approval of list from Sheriff David Andrews to sell surplus cars and equipment at the next surplus sale.
2. Consider approval of list from Putnam County Fire Department to sell surplus equipment at the next surplus sale.
3. Any recommendations from the Road Committee.  
See map - Recommending new Road (Norton)
4. Discuss sign at the Dacco Waste Site.
5. Any other business that needs to be reviewed by the Planning Committee.

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## **NOMINATING COMMITTEE**

**TO: Putnam County Board of Commissioners**

**FROM: Kim Blaylock, County Executive**

**DATE: November 5, 2012**

**RE: Nominating Committee Agenda**

**Listed below are items to be considered by the Nominating Committee on TUESDAY, November 13, 2012 AFTER THE FISCAL REVIEW COMMITTEE MEETING in the Commission Chambers.**

1. Consider appointment to the Clean Commission Board of Appeals  
Current Member Keith Street *term is 3 years to expire November 2015*
2. Any other business that needs to be reviewed by the Nominating Committee.

*Note that E-911 Board is County Executive's appointments and will be on Full Commission Agenda for ratification*

**Kim**  **BLAYLOCK**  
**COUNTY EXECUTIVE**

300 E. Spring St. - Rm. 8 Cookeville, TN 38501 (931) 526-2161 Ph. 528-1300 Fax

## **RULES COMMITTEE MEETING**

**THE RULES COMMITTEE WILL BE MEETING AT 5:00 PM ON  
MONDAY, NOVEMBER 19, 2012  
UPSTAIRS IN THE COMMISSION CHAMBERS  
OF THE COURTHOUSE**