

JUSTIN HANSON
Mayor



TINA DUNN
Recorder-Treasurer

City of Covington

POST OFFICE BOX 768
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THE MEETING OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF
COVINGTON, TENNESSEE ON JULY 9, 2019 at 5:30 p.m.

1. Meeting to be called to order by Vice-Mayor Johnetta Yarbrough.
2. Invocation to be given by Alderman Keith Phelps.
3. Pledge of Allegiance to the Flag to be led by Alderwoman Minnie Bommer.
4. Minutes of the Preceding Meetings to be approved.
5. Report from Committees:
 - Minutes of the General Welfare – Public Safety Committee Meeting
 - Minutes of the Covington Municipal-Regional Planning Commission Meeting
6. Additions to the Agenda.
7. Welcome to visitors and grievances from citizens.
8. Report from Vice-Mayor Johnetta Yarbrough:
 - Request from Teen Empowerment Net Youth Club of Covington
 - Updates
9. Report from Recorder-Treasurer Tina Dunn:
10. Report from City Attorney Rachel Witherington:
11. Old Business:
12. New Business:
 - Bills Over/Under \$1,000.00 ready for Board Approval

The Board of Mayor and Aldermen met at City of Covington on June 25, 2019 at 5:30 p.m. with the following members present: Mayor Justin Hanson, Aldermen: Jeff Morris, Danny Wallace, Minnie Bommer, Keith Phelps, Johnetta Yarbrough, and C. H. Sullivan. Also present were Parks and Recreation Director Joe Mack, Public Works Director David Gray, Police Chief Buddy Lewis, Assistant Fire Chief Richard Griggs, Personnel Director Tiny Rose, City Attorney Rachel Witherington, and Recorder-Treasurer Tina Dunn.

Meeting was called to order by Mayor Justin Hanson.

Invocation was given by Alderwoman Minnie Bommer.

Pledge of Allegiance to the Flag was led by Alderwoman Johnetta Yarbrough.

Motion was made by Alderman C H Sullivan and seconded by Alderman Keith Phelps that the Minutes of the Preceding Meeting be approved as distributed to the Board (See Attached). Motion passed.

Motion was made by Alderwoman Minnie Bommer and seconded by Alderman Keith Phelps that the Minutes of the General Welfare – Public Relations Committee Meeting be approved (See Attached). Motion passed.

Motion was made by Alderman C H Sullivan and seconded by Alderwoman Johnetta Yarbrough that the Minutes of the Finance & Administration Committee Meeting be approved (See Attached). Motion passed.

Wanda Bellow approached the committee with a concern for code violations on Burnett Lane.

Mayor Justin Hanson presented the request from First Baptist Church for the annual 4th of July Celebration (See Attached).

Motion was made by Alderman Danny Wallace and seconded by Alderwoman Minnie Bommer to approve the request from First Baptist Church for the annual 4th of July Celebration on June 30, 2019. Motion passed.

Nick Bland and Quentin Weathers were honored for stepping up to save the lives in the Broadmeadow Apartment Fire.

Edward Moss was sworn in as a Lieutenant at the Covington Fire Department.

Mayor Justin Hanson recommended the appointment of Barney Witherington as City Judge. Beth Ziarko will be retiring on June 30, 2019. Alderwoman Bommer stated she could not vote for this due to she felt as if this would be a conflict of interest.

Motion was made by Alderman C H Sullivan and seconded by Alderman Jeff Morris to approve the appointment of Barney Witherington as City Judge. Motion passed with nay vote by Alderwoman Bommer.

Mayor Justin Hanson presented the 2017 CDBG Blight Removal Bid Tabulation for six locations for approval (See Attached). This bid tabulation was reviewed and recommended for approval by Community Development Partners.

Motion was made by Alderman C H Sullivan and seconded by Alderwoman Johnetta Yarbrough to approve the bid tabulation for the six locations as recommended. Motion passed.

Mayor Justin Hanson reported the Public Works Committee Meeting on July 2, 2019 will be cancelled.

Public Hearing for Ordinance 1713 (Budget Amendment) for third and final reading was called to order. There being no public comments, the public hearing was closed (See Attached).

Motion was made by Alderman C H Sullivan and seconded by Alderman Jeff Morris to approve Ordinance 1713 (Budget Amendment) on third and final reading.

Voting Aye: Wallace, Phelps, Yarbrough, Bommer, Morris, and Sullivan

Voting Nay: None

Motion passed.

Public Hearing for Ordinance 1714 (Continuation Budget) for third and final reading was called to order. There being no public comments, the public hearing was closed (See Attached).

Motion was made by Alderman Danny Wallace and seconded by Alderman C H Sullivan to approve Ordinance 1714 (Continuation) on third and final reading.

Voting Aye: Wallace, Phelps, Yarbrough, Bommer, Morris, and Sullivan

Voting Nay: None

Motion passed.

Public Hearing for Ordinance 1715 (2019-20 Budget) for third and final reading was called to order. There being no public comments, the public hearing was closed (See Attached).

Motion was made by Alderwoman Minnie Bommer and seconded by Alderman C H Sullivan to approve Ordinance 1715 (2019-20 Budget) on third and final reading.

Voting Aye: Wallace, Phelps, Yarbrough, Bommer, Morris, and Sullivan

Voting Nay: None

Motion passed.

Public Hearing for Ordinance 1716 (Tax Rate) for third and final reading was called to order. There being no public comments, the public hearing was closed (See Attached).

Motion was made by Alderman C H Sullivan and seconded by Alderwoman Johnetta Yarbrough to approve Ordinance 1716 (Tax Rate) on third and final reading.

Voting Aye: Wallace, Phelps, Yarbrough, Bommer, Morris, and Sullivan

Voting Nay: None

Motion passed.

Public Hearing for Ordinance 1717 (Administrative Ordinance) for third and final reading was called to order. There being no public comments, the public hearing was closed (See Attached).

Motion was made by Alderman C H Sullivan and seconded by Alderman Jeff Morris to approve Ordinance 1717 (Administrative) on third and reading.

Voting Aye: Wallace, Phelps, Yarbrough, Bommer, Morris, and Sullivan

Voting Nay: None

Motion passed.

The following bills over \$1,000.00 were presented for approval:

BNY Mellon	Biomass	Interest Pymt on Bond	\$ 4,546.46
A2H	Sewer/Water	Construction In Progress	\$ 12,736.00
Adapco	Grounds	Mosquito Spray	\$ 1,678.50
Admiral Custom Roofing	General	Repair and Maint	\$ 13,900.00
BFI N Shelby Landfill	WWTP	Sludge Disposal	\$ 3,779.16
BNY Mellon	PB Acct Bond	Interest Pymt on Bond	\$ 1,312.20
Bob Austill Concrete	Fire	Concrete Work North & South Stations	\$ 1,056.00
Centerpoint Energy	Gas	Purchased Natural Gas	\$ 81,601.70
Community Dev Partners, LLC	General/Water	Construction In Progress	\$ 5,100.00
Dell	Police	Computer	\$ 1,080.38
Dewayne Dowell	Police	Bonus	\$ 1,000.00
G & W Diesel Services	Fire	Supplies	\$ 1,144.16
G & C Supply	BBQ Fest	BBQ FEST	\$ 1,140.00
King Cotton Ford	Police	Repair & Maint	\$ 1,606.61
Mid-South Sales	Maint	Oil - Inventory	\$ 3,495.75
NAFECO	Fire	Operating Supplies	\$ 1,708.53
Parish Trans Inc	Police	Repair & Maint	\$ 3,128.00
Rachel Witherington	General	Legal Services	\$ 3,180.00
Republic Services	SA	Solid Waste Contracted Service	\$ 158,405.48
Ryan Bean	Police	Bonus	\$ 1,000.00
Sullivan's Natural Gas	Gas	Repair and Maint	\$ 1,925.95
Tipton County Sanitation	Sanitation	Waste Disposal	\$ 1,288.00
Titan	Airport	Fuel	\$ 18,137.33
Verizon	Various Dept	Phone Service	\$ 2,370.87
Witherington Services	Police	Repair and Maint	\$ 4,940.00
		TOTAL	331,261.08

Motion was made by Alderman C H Sullivan and seconded by Alderwoman Johnetta Yarbrough that the preceding bills over \$1,000.00 be paid when properly approved. Motion passed.

There being no further business, the meeting adjourned at 6:10 p.m.

Attest: _____
Recorder-Treasurer Mayor

The General Welfare – Public Safety Committee met at City Hall on May 28, 2019 at 4:00 p.m. with the following members present: Chairman Alderman Keith Phelps, Mayor Justin Hanson, Alderman C H Sullivan, and Alderwoman Johnetta Yarbrough. Also present were: Assistant Fire Chief Richard Griggs, Police Chief Buddy Lewis, Alderman Jeff Morris, Alderman Danny Wallace, Alderwoman Minnie Bommer, Rebecca Ray, Assistant to the Mayor Sara Gangaware, and Recorder-Treasurer Tina Dunn.

Chairman Alderman Keith Phelps called the meeting to order.

Police Chief Buddy Lewis thanked all the aldermen and mayor for their support during his tenure as Chief of Police. He will continue to do his job until his resignation takes place on or before September 1, 2019. The department plans to have saturation on July 4th. There will be additional officers working that day and overtime will be paid. The fireworks ordinance will be enforced. Fireworks are only allowed from 12:01 a.m. on July 4th until midnight. The new state law will go into effect July 1st which applies to the use of cell phones while driving. The Unity Rally in the Community will be from 10:00 a.m. to noon on Saturday, June 29, 2019. An update on the South College shooting was given. There is a \$2,500.00 reward for information that will lead to an arrest in this case. The May statistics were presented showing 108 arrests, 94 citations, and 2,103 calls responded.

Motion was made by Alderman C H Sullivan and seconded by Alderwoman Johnetta Yarbrough to accept the report from Police Chief Buddy Lewis. Motion passed.

Assistant Fire Chief Richard Griggs reported Volunteer Firefighter Clay Max graduated as Paramedic and Gene Coltrane earned EMT from DSCC. Edward Moss will be sworn in as Lieutenant at the Board of Mayor and Aldermen meeting on June 25, 2019. ISO grading was on June 11, 2019. Chief Griggs anticipates positive results from this evaluation. In the month of May, there were 331 volunteer hours worked. The run report from May 22 through June 19 showed 154 calls. Nick Bland, Aaron Hall, and Quinten Weathers will be honored at the Board of Mayor and Aldermen meeting for stepping up as citizens to save lives in the Broadmeadow apartment fire. There is a pond behind the North Fire Station and the CFD is posting signs around this area to keep people out. The CFD will host officer training on October 3, 2019 at 6:30 p.m. at DSCC Covington Campus. This training will feature Dr. David Griffin, who is a National Speaker about fire services. Fire Chief Assessments will take place on June 26, 2019. The Driver's promotional process was posted on June 19, 2019. The care report was included for review. CFD is recruiting volunteer firefighters and will start a new class at the end of the year.

Motion was made by Alderman C H Sullivan and seconded by Alderwoman Johnetta Yarbrough to approve the Covington Fire Department hosting officer training on October 3, 2019. Motion passed.

Motion was made by Alderman C H Sullivan and seconded by Alderwoman Johnetta Yarbrough to accept the report from Assistant Fire Chief Richard Griggs. Motion passed.

There being no further business, the meeting adjourned at 4:38 p.m.



Covington Police Department

211 South Main Street Covington, TN 38019

Telephone (901) 475-1261

C. D. Buddy Lewis
Chief of Police

PUBLIC SAFETY COMMITTEE

JUNE 25 2019

1. Personal Remarks
2. New Hires Process Update
3. Bar B Que Festival Wrap Up Information
4. Fourth of July Plans
5. Fireworks Ordinance Enforcement
6. Cell Phone Usage While Driving Law
7. Unity Rally Information
8. South College Shooting Update
9. May Statistics: Arrests: 108

Citations: 94

Calls: 2103

Guns Seized: 4

"Serving - Protecting - Caring"

JUSTIA

[View the 2017 Tennessee Code](#) | [View Previous Versions of the Tennessee Code](#)

2010 Tennessee Code

Title 55 - Motor and Other Vehicles

Chapter 8 - Operation of Vehicles Rules of the Road

55-8-199 - Use of hand-held mobile telephone or personal digital assistant prohibited while driving.

55-8-199. Use of hand-held mobile telephone or personal digital assistant prohibited while driving.

(a) For the purpose of this section, unless the context otherwise requires:

(1) Mobile telephone means a cellular, analog, wireless or digital device that provides for voice communication and for data communication other than by voice; and

(2) Personal digital assistant means a wireless electronic communication device that provides for data communication other than by voice.

(b) No person while driving a motor vehicle on any public road or highway shall use a hand-held mobile telephone or a hand-held personal digital assistant to transmit or read a written message; provided, that a driver does not transmit or read a written message for the purpose of this subsection (b) if the driver reads, selects or enters a telephone number or name in a hand-held mobile telephone or a personal digital assistant for the purpose of making or receiving a telephone call.

(c) This section shall only apply to a person driving a motor vehicle that is in motion at the time a written message from a mobile telephone or hand-held personal digital assistant is transmitted or read by the person.

(d) A violation of this section is a Class C misdemeanor, subject only to imposition of a fine not to exceed fifty dollars (\$50.00) and court costs not to exceed ten dollars (\$10.00), including, but not limited to, any statutory fees of officers. No state or local litigation taxes shall be applicable to a case prosecuted under this section.

(e) This section shall not apply to the following persons:

(1) Officers of the state or of any county, city or town charged with the enforcement of the laws of the state, when in the actual discharge of their official duties;

(2) Campus police officers and public safety officers, as defined by § 49-7-118, when in the actual discharge of their official duties;

(3) Emergency medical technicians, emergency medical technician-paramedics and firefighters, both volunteer and career, when in the actual discharge of their official duties; and

(4) Emergency management agency officers of the state or of any county, city or town, when in the actual discharge of their official duties.

(f) A traffic citation that is based solely upon a violation of this section shall be considered a nonmoving traffic violation and no points shall be added to a driver record for the violation.

(g) The department of transportation is directed to utilize the department's permanent electronic overhead informational displays located throughout this state to provide periodic messages to the motoring public as to the provisions of this section.

[Acts 2009, ch. 201, §§ 1, 2.]

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CALL TOTALS FROM JANUARY 2019 TO DECEMBER 2019

[illegible]

INCIDENTS FROM: 05/01/2019
TO: 05/31/2019

=====

AGENCY: POLICE
JURISDICTION: CO
ALL DISTRICTS

REPORT BY INCIDENT TYPES

INCIDENT TYPES	NUMBER
P	14
411 P CALLS FOR INFORMATION	12
911H P 911 HANG UP	112
911M P 911 MISDIAL	15
911OL P 911 OPEN LINE	41
911T P 911 TRANSFER CALL	9
ABUSE P ABUSE	2
ABV P ABANDONED VEHICLE	11
ALC P COMMERCIAL ALARM	40
ALF P FIRE ALARM [NOTIFY APD BPD MAPD MPD]	2
ALH P HOLD-UP ALARM	2
ALM P MEDICAL ALARM	2
ALR P RESIDENTIAL ALRM	20
ANBITE P ANIMAL BITE	1
ANIM P ANIMAL COMPLAINT/HAZARD	9
ARMP P ARMED PARTY	6
ASLT P ASSAULT	9
ASST P ASSIST/BACK-UP	16
ATF P AUTO THEFT	4
ATL P ATTEMPT TO LOCATE	6
BIP P BREAK-IN IN PROGRESS	12
BOLO P BROADCAST	23
BRO P BREAK-IN REPORT	8
CHAB P CHILD ABANDONED/FOUND	1

INCIDENTS FROM: 05/01/2019

TO: 05/31/2019

=====

AGENCY: POLICE

JURISDICTION: CO

ALL DISTRICTS

REPORT BY INCIDENT TYPES

INCIDENT TYPES	NUMBER
CHCUS P CHILD CUSTODY	3
CLEAR P LOT CLEAR	2
COMP P COMPLAINT	14
DEFAULT P DEFAULT POLICE INCIDENT	2
DIST P DISTURBANCE	51
DISV P DISABLED VEHICLE	26
DOA P DEAD ON ARRIVAL	3
DOM P DOMESTIC	31
DOMV P DOMESTIC VIOLENCE	25
DQ P DRIVERS LICENSE QUERY	15
DRUGS P DRUGS	9
EMS P EMS CALL	35
ESCORT P ESCORT	10
EXP P EXPLOSION	1
FIGHT P FIGHT	7
FIRE P FIRE [NOTIFY APD BPD MAPD MPD]	10
FIREW P FIREWORKS COMPLAINT	3
FLAG P FLAGGED DOWN	13
FLOOD P FLOOD	1
FORG P FORGERY/COUNTERFEITING	1
FRAUD P FRAUD	3
FU P FOLLOW UP	84
GASDO P GAS DRIVE OFF	2
HARAS P HARASSMENT	11

INCIDENTS FROM: 05/01/2019
TO: 05/31/2019

=====

AGENCY: POLICE
JURISDICTION: CO
ALL DISTRICTS

REPORT BY INCIDENT TYPES

INCIDENT TYPES	NUMBER
=====	
INEX P INDECENT EXPOSURE	1
INTERNET P INTERNET CRIMES [OBSCENE MATERIAL, PORNOGRAPHY]	1
INTOX P INTOXICATED SUBJECT	2
LINESD P LINES DOWN	1
LIT P LITTERING	2
LOIT P LOITERING/ SOLICITING	1
MEET P MEET WITH SUBJ/AGENCY	32
MENT P MENTAL SUBJECT	4
MP P MISSING PERSON	2
MVC P MVC NO INJURIES	38
MVCHR P MVC HIT & RUN	8
MVCI P MVC WITH INJURIES	7
MVCU P MVC INJURIES UNKNOWN	3
NCIC P NCIC CHECK	1
NOISE P NOISE COMPLAINT	9
OD P OVERDOSE	3
PROP P PROPERTY PICKUP	5
PROPDAM P PROPERTY DAMAGE	2
PS P PUBLIC SERVICE	62
PURS P PURSUIT	2
RECKLESS P RECKLESS DRIVER	33
REPO P REPO	15
RESCUE P RESCUE	1
RQ P REGISTRATION QUERY	112

INCIDENTS FROM: 05/01/2019
TO: 05/31/2019

=====

AGENCY: POLICE
JURISDICTION: CO
ALL DISTRICTS

REPORT BY INCIDENT TYPES

INCIDENT TYPES	NUMBER
=====	=====
SCAM P SCAM	2
SEC P SECURITY CHECK	318
SHOOTING P SHOOTING	1
SHOP P SHOPLIFTING	8
SHOTS P SHOTS FIRED/ HEARD	5
STAB P STABBING	1
SUIC P SUICIDAL PARTY	3
SUSA P SUSPICIOUS ACTIVITY	9
SUSO P SUSPICIOUS ODOR	1
SUSS P SUSPICIOUS SUBJECT	19
SUSV P SUSPICIOUS VEHICLE	21
THEFT P THEFT	31
THREATS P THREATS	13
TRAFHAZ P TRAFFIC HAZARD	5
TRANS P TRANSPORT	3
TREE P TREES	1
TRESP P TRESPASS COMPLAINT	14
TRFCNTRL P TRAFFIC CONTROL	13
TRSP P TRAFFIC STOP	493
UNK P UNKNOWN NATURE-USE CAUTION	2
VAND P VANDALISM	10
WARRANT P WARRANT ATTEMPT	5
WELFARE P WELFARE CHECK	37
ZERO P LEVEL ZERO- MEDIC ONE	2

TOTALS

=====

2,103

FIRE CHIEF



Phone (901) 476-2578

CITY OF COVINGTON

OFFICE OF THE FIRE CHIEF
P.O. Box 768
COVINGTON, TENNESSEE 38019

MAYOR
JUSTIN HANSON



Fax (901) 476-9800

Covington Fire Department

Report for June 25th, 2019

1. Community Events: DSCC EMS graduation-Clay Max Paramedic and Gene Coltrane EMT
2. Lt. Edward Moss -July 10th
3. ISO -Grading June 11 (Positive Visit)
4. Pre-Planning will continue.
5. Volunteer Hours: __331__ hours worked by Volunteers in the month of May.
6. Run Report for May-22,2019 -June19,2019 attached. Total calls
7. Travis has returned to work
8. Broadmeadows Apartment fire, Citizens Awards
9. Warning signs around pond @ North Station
10. Covington Fire Department, Officer Training
11. Chiefs assessment
12. Drivers promotional process
13. CARE Report.
14. Smoke Alarms
15. Volunteer recruitment

Covington Fire Department

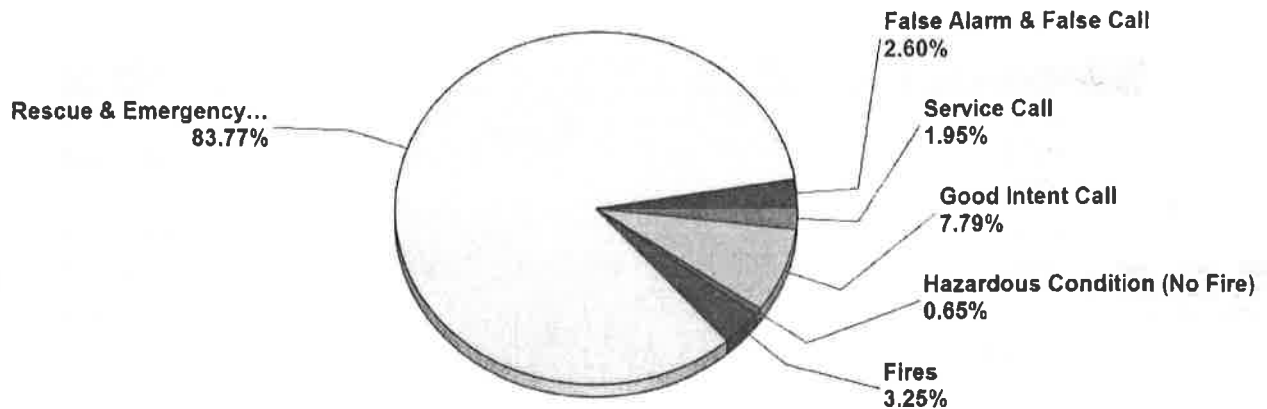
Covington, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/22/2019 | End Date: 06/19/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	3.25%
Rescue & Emergency Medical Service	129	83.77%
Hazardous Condition (No Fire)	1	0.65%
Service Call	3	1.95%
Good Intent Call	12	7.79%
False Alarm & False Call	4	2.60%
TOTAL	154	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	1.30%
131 - Passenger vehicle fire	1	0.65%
132 - Road freight or transport vehicle fire	1	0.65%
138 - Off-road vehicle or heavy equipment fire	1	0.65%
300 - Rescue, EMS Incident, other	48	31.17%
311 - Medical assist, assist EMS crew	19	12.34%
320 - Emergency medical service, other	42	27.27%
321 - EMS call, excluding vehicle accident with injury	16	10.39%
322 - Motor vehicle accident with injuries	4	2.60%
444 - Power line down	1	0.65%
510 - Person in distress, other	1	0.65%
550 - Public service assistance, other	1	0.65%
551 - Assist police or other governmental agency	1	0.65%
600 - Good Intent call, other	1	0.65%
611 - Dispatched & cancelled en route	9	5.84%
650 - Steam, other gas mistaken for smoke, other	1	0.65%
651 - Smoke scare, odor of smoke	1	0.65%
700 - False alarm or false call, other	1	0.65%
721 - Bomb scare - no bomb	1	0.65%
730 - System malfunction, other	1	0.65%
735 - Alarm system sounded due to malfunction	1	0.65%
TOTAL INCIDENTS:	154	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Covington Fire Department

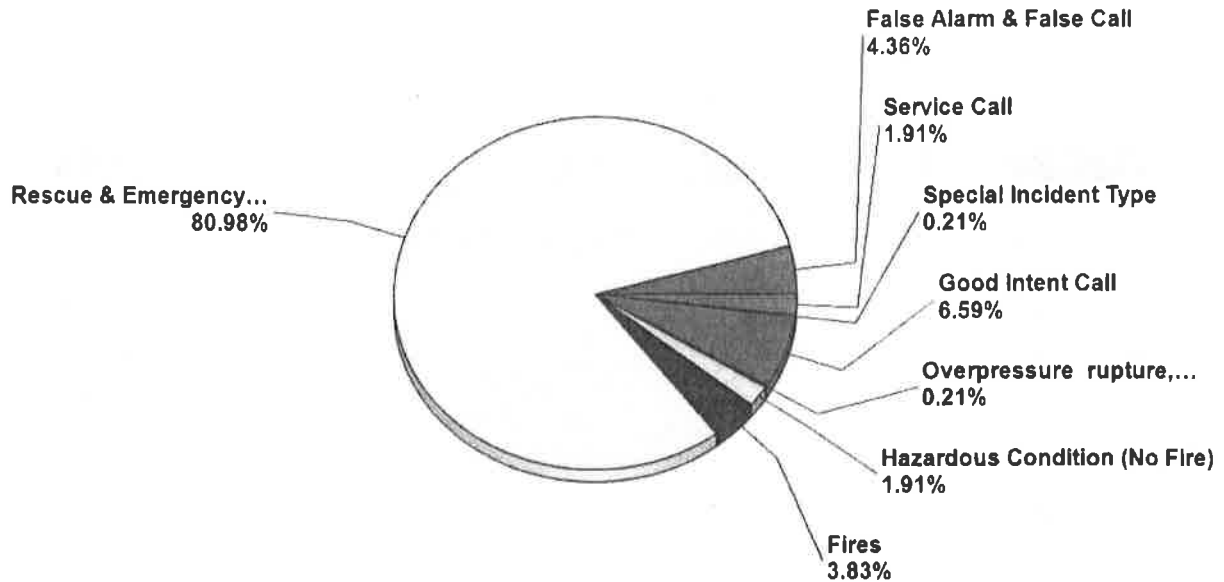
Covington, TN

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2019 | End Date: 12/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	36	3.83%
Overpressure rupture, explosion, overheating - no fire	2	0.21%
Rescue & Emergency Medical Service	762	80.98%
Hazardous Condition (No Fire)	18	1.91%
Service Call	18	1.91%
Good Intent Call	62	6.59%
False Alarm & False Call	41	4.36%
Special Incident Type	2	0.21%
TOTAL	941	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



**EMERGENCY
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Page # 1 of 3

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	11	1.17%
112 - Fires in structure other than in a building	1	0.11%
113 - Cooking fire, confined to container	1	0.11%
118 - Trash or rubbish fire, contained	3	0.32%
130 - Mobile property (vehicle) fire, other	1	0.11%
131 - Passenger vehicle fire	4	0.43%
132 - Road freight or transport vehicle fire	1	0.11%
133 - Rail vehicle fire	1	0.11%
137 - Camper or recreational vehicle (RV) fire	1	0.11%
138 - Off-road vehicle or heavy equipment fire	2	0.21%
140 - Natural vegetation fire, other	1	0.11%
142 - Brush or brush-and-grass mixture fire	2	0.21%
143 - Grass fire	4	0.43%
151 - Outside rubbish, trash or waste fire	2	0.21%
171 - Cultivated grain or crop fire	1	0.11%
251 - Excessive heat, scorch burns with no ignition	2	0.21%
300 - Rescue, EMS incident, other	285	30.29%
311 - Medical assist, assist EMS crew	100	10.63%
320 - Emergency medical service, other	218	23.17%
321 - EMS call, excluding vehicle accident with injury	122	12.96%
322 - Motor vehicle accident with injuries	24	2.55%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	0.21%
324 - Motor vehicle accident with no injuries.	7	0.74%
342 - Search for person in water	2	0.21%
352 - Extrication of victim(s) from vehicle	1	0.11%
360 - Water & ice-related rescue, other	1	0.11%
411 - Gasoline or other flammable liquid spill	3	0.32%
412 - Gas leak (natural gas or LPG)	2	0.21%
413 - Oil or other combustible liquid spill	2	0.21%
421 - Chemical hazard (no spill or leak)	1	0.11%
422 - Chemical spill or leak	1	0.11%
440 - Electrical wiring/equipment problem, other	3	0.32%
442 - Overheated motor	2	0.21%
444 - Power line down	3	0.32%
461 - Building or structure weakened or collapsed	1	0.11%
510 - Person in distress, other	5	0.53%
511 - Lock-out	2	0.21%
520 - Water problem, other	1	0.11%
550 - Public service assistance, other	1	0.11%
551 - Assist police or other governmental agency	5	0.53%
552 - Police matter	1	0.11%
554 - Assist invalid	3	0.32%
600 - Good intent call, other	4	0.43%
611 - Dispatched & cancelled en route	52	5.53%
622 - No incident found on arrival at dispatch address	1	0.11%
631 - Authorized controlled burning	1	0.11%
650 - Steam, other gas mistaken for smoke, other	1	0.11%
651 - Smoke scare, odor of smoke	3	0.32%
700 - False alarm or false call, other	9	0.96%
711 - Municipal alarm system, malicious false alarm	2	0.21%
721 - Bomb scare - no bomb	1	0.11%
730 - System malfunction, other	4	0.43%
733 - Smoke detector activation due to malfunction	5	0.53%
735 - Alarm system sounded due to malfunction	6	0.64%
740 - Unintentional transmission of alarm, other	1	0.11%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
743 - Smoke detector activation, no fire - unintentional	5	0.53%
744 - Detector activation, no fire - unintentional	3	0.32%
745 - Alarm system activation, no fire - unintentional	4	0.43%
746 - Carbon monoxide detector activation, no CO	1	0.11%
900 - Special type of incident, other	2	0.21%
TOTAL INCIDENTS	941	100.00%

Only REVIEWED Incidents Included. Summary results for a major incident type are not displayed if the count is zero.

Covington Fire Department
Citizen Life Saving Award



Is hereby presented to:

With the Thanks and Appreciation of the Covington Fire
Department and The City of Covington

Granted: June 25, 2019

Interim Fire Chief

DANGER

KEEP OUT OF POND

NO

**FISHING
SWIMMING
PLAYING**

DANGER

KEEP OUT

**AUTHORIZED
PERSONNEL
ONLY**



Covington Fire Dept.



Is proud to present:

In Honor of The Charleston 9: A Study of Change Following Tragedy By: Dr. David Griffin



On June 18, 2007, nine firefighters perished in a warehouse fire in Charleston, SC. What was initially dispatched as a trash fire escalated into one of the most scrutinized events in national fire service history. David had the unfortunate experience of being the engineer on the first due engine that day. As he operated on the fireground, he witnessed things that he will never forget.

This seminar will present:

- First-hand accounts of that day.
- Never before seen video footage with radio traffic.
- Initial resistance to the changes following the tragedy.
- The heavy toll that this catastrophic event took on David's life.
- The incredible changes that he and the CFD have made.
- Dr. Griffin's scientific research regarding the change process following this event.
- Details from the coinciding Best Selling Book,
In Honor of The Charleston 9: A Study of Change Following Tragedy.

When:	October 3rd, 2019 at 6:30pm
Location:	Dyersburg State CC- Covington 3149 Hwy 51 South, Covington TN
Cost:	Tickets \$5 per person
RSVP:	901-476-2578

FIRE CHIEF



Phone (901) 476-2578

CITY OF COVINGTON

OFFICE OF THE FIRE CHIEF
P.O. Box 768
COVINGTON, TENNESSEE 38019

MAYOR
JUSTIN HANSON



Fax: (901) 476-9800

Fire Drivers Promotional Process Announcement

TO: All Personnel

From: Interim Fire Chief, Richard Griggs

Re: Fire Driver Promotional Testing

June 19th 2019

The Covington Fire Department is pleased to announce that it will be conducting a promotional process for the position of Fire Driver. Below is the job description for the position and the minimum qualifications and deadlines in which to obtain those qualifications.

All applicants meeting minimum qualifications and desiring to participate in the promotional process must submit a letter of intent addressed to the Fire Chief. Successful candidates must arrange to be off-duty during all parts of the selection process. The actual times for individual interviews will be scheduled after all qualified applications have been received.

A résumé is required and must be attached to the letter of intent. The letter of intent should be brief and shall include the applicant's intent on applying for the position and why the applicant considers that he or she is ready to be promoted. Each applicant shall also submit a summary list of his or her training and education qualifications, paying particular attention to fire fighter certification level, Hazmat certification level, National Fire Academy courses, any college level courses, and any degrees, fire service related or not. Documentation must be included with the summary and may be copies of certificates, transcripts, or official letterhead from organizations. For National Fire Academy courses where the number of course hours is not listed on the certificate, the applicant must attach a course description that lists the number of course hours. All written material submitted shall become part of the material used in the selection process. All written material that a candidate wishes to be included for consideration must be submitted with the letter of intent, including all copies of certificates, transcripts, letters, etc. The Fire Department WILL NOT go through your personnel file or use any other means to collect this information. The candidate is solely responsible for submitting

all information, courses, certifications, transcripts, copies of certificates, letters, etc. by the date indicated below. Information not submitted with the application WILL NOT be considered
Administrative Assistant Anna Goforth must receive the letter of intent by 0900 on Friday, July 5th 2019.

All candidates shall take a written promotional exam. The promotional exam will consist of 100 questions. Two (2) hours will be allowed to take the exam. The exam will be given at a time to be determined later by Human Resource Director Tiny Barton. The exam will include questions based on information from IFSTA manual. Areas of the written will include:

**Tennessee Firefighting Commission PDO, AADO, FAO SKILLS
IFSTA, PUMPING AND AERIAL APPARATUS DRIVER/OPERATOR HANDBOOK 3RD EDITION**

Categories:

SEE ATTACHED LIST OF SKILLS;

All candidates will participate in an assessment evaluation. Personnel from selected agency will facilitate the assessment center and candidates will be scored by a panel of subject matter experts to be held at a location to be determined on Date: TBD, the candidates will complete exercises that will evaluate their knowledge, skills, and abilities. Candidates will complete exercises that could include the following: see attached list. ALL candidates will complete the same exercises.

Scoring of Test

The highest possible score on the test is 100 points

The weighted value of each section is as follows:

Interview=17.5% or 17.5 points

Assessment Center= 17.5% or 17.5 points

Written Test= 35%=35 points

Education/experience=20% or 20 points

Seniority= 10% or 10 points

Total = 100%

Seniority Calculation = One half (.5) point per year of service up to 20 years. A maximum of 10 points.

* In example an employee with 15 years of service would be awarded 7.5 points of seniority.
(15yrs. X .5 = 7.5)

The Human Resources Director will tally each candidate's individual scores and will determine the overall score for each candidate. The Human Resources Director will forward these scores directly to the Fire Chief. The Fire Chief shall review all of the written material submitted by the candidates, their work record, promotional exam score, length of service, and the recommendations of the interview committee. The Fire Chief may require an administrative interview with one or more candidates before selecting the candidate to be promoted. The Fire Chief will select the candidate to be promoted. All candidates will be notified of the outcome of the selection process before the official announcement.

In cases in which candidates are tied or very close in score the Fire Chief may ask the Mayor or Alderperson to conduct a secondary interview. This is solely at the discretion of the Fire Chief.

**CITY OF COVINGTON
POSITION DESCRIPTION**

Class Title: Fire Driver
Department: Fire
Performance Appraisal

Grade Nr.
Date: 6-30-15
FLSA Exempt

GENERAL PURPOSE

An employee in this class is responsible for safely driving fire-fighting apparatus to and from fires and for the efficient operation of pumps at the scene of the fire.

SUPERVISION RECEIVED

Supervision is received from the Fire Captain.

SUPERVISION EXERCISED

None, except should have the ability to "ride up" and function as the fire lieutenant when the fire lieutenant is absent (i.e. off on vacation)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform apparatus maintenance duties
- Perform daily equipment checks
- Respond to calls for service
- Perform emergency operations
- Perform firefighting duties and tasks
- Driving and operating a fire engine
- Driving and operating a ladder truck
- Response to rescue calls, perform extrication of trapped occupants
- Respond to EMS calls and provide emergency medical care
- Respond to hazardous materials incidents
- Responsible for equipment on the fire apparatus
- Responsible for the safety of the firefighters on the apparatus while responding

PERIPHERAL DUTIES

- Perform station maintenance duties
- Perform various recordkeeping duties
- Deal with the public
- Perform fire prevention activities
- Perform pre-fire planning inspections
- Fire hydrant maintenance
- Fire hose testing

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma
- Some college would be helpful
- Must pass a background check
- Must pass a drug screen
- Must pass a fit test and be able to wear SCBA
- 3 to 5 years' experience as a firefighter

Licenses or certifications required for the job

- Tennessee Driver License
- Fire Fighter I
- Fire Fighter II
- Pumper Driver Operator (PDO) or Fire Apparatus Operator (FAO)
- Fire Instructor I
- Fire Officer I
- Advanced EMT (AEMT)
- Hazmat Technician certification

Necessary Knowledge, Skills and Abilities:

- Knowledge of firefighting strategy and tactics
- Knowledge of supervisory principles
- Knowledge of personnel practices
- Knowledge of ISO and NFPA firefighter training requirements
- Knowledge of emergency medical care at level of certification
- Knowledge of NIMS (National Incident Management System)
- Knowledge of computer skills
- Knowledge of City policy manual
- Knowledge of Fire department policy manual
- Knowledge of City's code of ordinance relating to fire
- Knowledge of Traffic laws regarding operating emergency vehicles
- Knowledge of OSHA regulations affecting the fire department
- Ability to supervise others
- Ability to use firefighting tools and equipment
- Ability to operate fire department radios
- Ability to work under the Incident Command System (ICS)
- Ability to solve problems
- Ability to work well under pressure
- Ability to drive, operate, and pump all fire apparatus used by the fire department
- Ability to provide emergency medical care at level of certification
- Ability to function as a firefighter when needed
- Ability to use computers and other technology used by the fire department
- Ability to use Microsoft Office programs and Firehouse software
- Ability to use a telephone and cell phone

Ability to use the Internet for research and accessing on-line databases

Special Requirements

- Must be twenty-one (21) years of age or older at time of hire;
- Must possess a valid State Driver's License without a record of suspension or revocation in any state
- No felony convictions or disqualifying criminal histories within the past seven years;
- Ability to read and write the English language, and
- Ability to meet Departmental physical standards.

TOOL AND EQUIPMENT USED

- All firefighting tools carried on the fire department apparatus
- All fire apparatus used by the fire department
- Self-contained breathing apparatus (SCBA)
- Computers and software programs
- Telephones

PHYSICAL DEMANDS

- Sitting at a desk or table for paperwork, training, waiting on a call
- Sitting, standing, stooping, climbing, and crawling
- Lifting objects weighing less than 25 pounds
- Occasionally lifting objects weighing more than 25 pounds
- Ability to wear 50+ pounds of personal protective gear including SCBA

WORK ENVIRONMENT

- Work is performed both indoors and outdoors
- Work is performed in all kinds of weather
- Work is performed during daylight hours and at night
- Work is performed in a noisy environment occasionally
- Work is performed in IDLH atmospheres (immediately dangerous to life and health)
- Work is performed on roofs, high places, and from ladders
- Work involves using dangerous machinery and tools that crush, pull, or cut objects or materials
- Work involves using fire hose lines under high pressures
- Work involves driving large fire apparatus in all kinds of weather and in daylight and at night

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection, drug screening and pre-employment medical examination. Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Covington Fire Dept. CARE/911 Alternative Program

Monthly Report – June 2019

- General Office Duties
- Attended CIAA Graduation Ceremony
- Attended Boy Scouts of America Breakfast at First United Methodist Church, honoring Mr. Ed Timberlake
- Twelve welfare checks
- Monthly Inspection of Fire equipment – Medical – my Infection Control Officer Duties, all equipment passed
- Attended Drug Free Tipton Coalition meeting at The Tipton County Justice Complex
- Attended Two Community Civic events at the Covington Country Club
- Completed One, AHA Heart saver AED 1st Aid CPR recertification Class
- Distributed more informational packets to the Citizens of Covington, in regards to recruitment for the Volunteer Covington Firefighter's and EMTs
- Completed One State of Tennessee National Registry EMS Practical Skills EMT- at DSCC JNC in Covington Tn.
- Completed One BLS, AHA Class Recertification class
- Installed and issued Eight smoke alarms
- Delivered Three sympathy cards
- Attended Fire EMS Med Conference In Las Vegas, NV
- Completed EMS Leadership Academy
- Successfully completed all required coursework and training for the Advanced Designated Infection Control Officer

Smoke Alarms at Home

SMOKE ALARMS ARE A KEY PART of a home fire escape plan. When there is a fire, smoke spreads fast. Working smoke alarms give you early warning so you can get outside quickly.

SAFETY TIPS

- Install smoke alarms in every bedroom. They should also be outside each sleeping area and on every level of the home. Install alarms in the basement.
- Large homes may need extra smoke alarms.
- It is best to use interconnected smoke alarms. When one smoke alarm sounds, they all sound.
- Test all smoke alarms at least once a month. Press the test button to be sure the alarm is working.
- There are two kinds of alarms. Ionization smoke alarms are quicker to warn about flaming fires. Photoelectric alarms are quicker to warn about smoldering fires. It is best to use both types of alarms in the home.
- A smoke alarm should be on the ceiling or high on a wall. Keep smoke alarms away from the kitchen to reduce false alarms. They should be at least 10 feet (3 meters) from the stove.
- People who are hard-of-hearing or deaf can use special alarms. These alarms have strobe lights and bed shakers.
- Replace all smoke alarms when they are 10 years old.

FACTS

- ❶ A closed door may slow the spread of smoke, heat, and fire.
- ❷ Smoke alarms should be installed inside every sleeping room, outside each separate sleeping area, and on every level. Smoke alarms should be connected so when one sounds, they all sound. Most homes do not have this level of protection.
- ❸ Roughly 3 out of 5 fire deaths happen in homes with no smoke alarms or no working smoke alarms.



**NATIONAL FIRE
PROTECTION ASSOCIATION**
The leading information and knowledge resource
on fire, electrical and related hazards



Make a Difference to Your Community.

**BE A COVINGTON
VOLUNTEER FIREFIGHTER.**

www.VolunteerFireTN.org

1-844-Vol-Tenn (1-844-865-8366)



COVINGTON FIRE DEPARTMENT

101 Tennessee Avenue, Covington, TN 38019

901-476-2578

The Covington Municipal –Regional Planning Commission met at City Hall on May 7, 2019 at 12:00 p.m. with the following members present: Chairman Joe Swaim, Commissioners: Joe Auger, Alice Fisher, Sammy Beasley, Sue Rose, Danny Wallace, and Thomas Adams. Also present were Building Official Lessie Fisher, Planner Will Radford, Donald M. Baskin Jr., Skip Erwin, and Recorder-Treasurer Tina Dunn.

Meeting was called to order by Chairman Joe Swaim.

Motion was made by Alice Fisher and seconded by Joe Auger that the Minutes of the Preceding Meeting be approved as written and distributed to the Board. Motion passed.

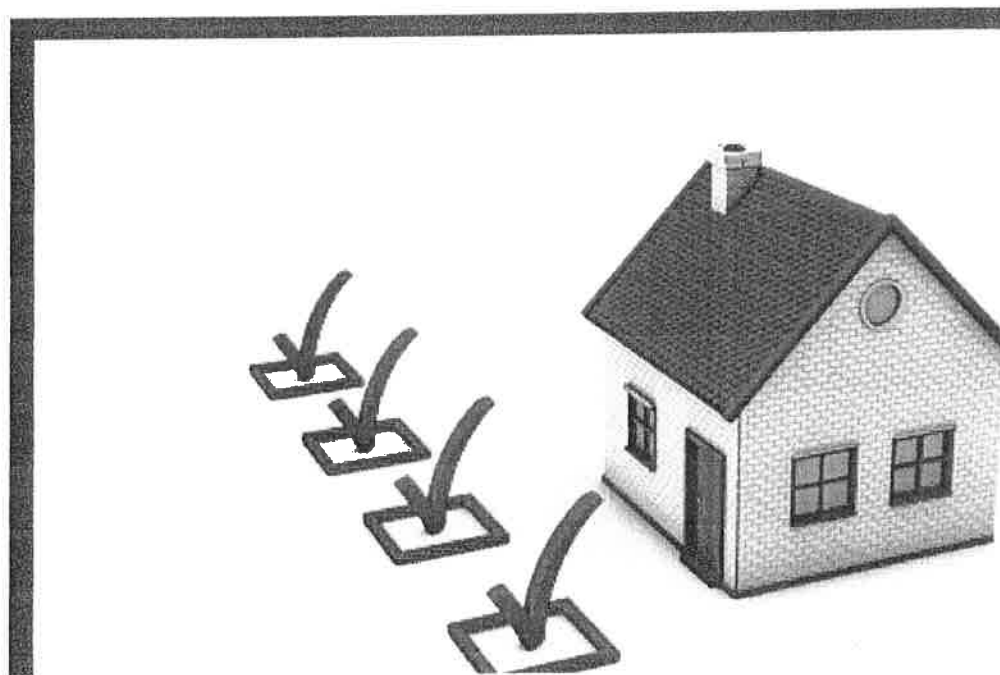
A site plan was submitted on behalf of Donald M. Baskin, Jr. for property near 1206 Old Brighton Road to construct new lighting facilities, new fencing, new access points, and new gravel travel-ways. Skip Erwin, Erwin Survey, presented new site plan with designated driving aisles, and areas for parking that will not impede the proposed travel ways. The access width on Old Brighton Road is shown on site plan. The application with TDOT is in process. The south side of the property will need fencing with slats. Planner Will Radford recommended in favor of the site plan.

Motion was made by Danny Wallace and Joe Auger to approve the site plan for Donald M. Baskin, Jr. for property near 1206 Old Brighton Road pending the south side fencing on property. Motion passed.

There being no further business, the meeting adjourned at 12:17 p.m.

Jina

**PLANNING COMMISSION MEETING
MAY 7, 2019
12:00 PM NOON
LOWER LEVEL CONFERENCE ROOM
AT CITY HALL**



**AGENDA FOR THE MEETING OF THE
COVINGTON MUNICIPAL-REGIONAL PLANNING COMMISSION
May 7, 2019
12:00 PM, City Hall (Lower Chambers)**

- I. CALL TO ORDER – ESTABLISHMENT OF A QUORUM**
- II. APPROVAL OF THE PREVIOUS MINUTES**
- III. NEW BUSINESS**
 - A. Don Baskin Site Plan**
- IV. OLD BUSINESS**
- V. OTHER BUSINESS**
- VI. ADJOURNMENT**
- VII. TRAINING**
 - Planning Commission Rezoning Criteria

Next Meeting: June 4, 2019



384 A Carriage House Drive
Jackson, TN 38305
731-424-7664

MEMORANDUM

TO: The Covington Municipal-Regional Planning Commission
FROM: Will Radford, AICP
DATE: May 2, 2019
SUBJECT: Staff Recommendations for May meeting of the Municipal-Regional Planning Commission.

III. NEW BUSINESS

A. Don Baskin Site Plan

Background

A site plan has been submitted on behalf of Donald M. Baskin Jr. for property near 1206 Old Brighton Road to construct new lighting facilities, new fencing, new access points, and new gravel travel-ways. The property can be further identified as Parcel 40.00 on Tipton County Tax Map 050. The property does not appear to be located in a federally identified flood hazard area.

Analysis

The fence is required as part of site plan review and The 2030 Municipal-Regional Land Use and Transportation plan which requires fencing/screening between commercial and residential properties. This would be required on the south side of the property.

The lighting plan is subject to 11-323 of the Municipal Zoning Ordinance:

11-323. External Illumination Standards.

- 1. The lighting of a structure or parking area shall not cast light beyond property boundaries. When necessary, cutoff devices should be**

used to avoid casting of unwanted light on adjacent properties. When lighted parking areas are located adjacent to residential developments or zones, a screen or buffer is recommended to minimize the casting of excessive light or vehicle headlight illumination on adjacent areas.

2. *The use of building-mounted lighting shall not be used to illuminate a parking area.*
3. *High-pressure sodium or metal halide lighting fixtures are the recommended lighting types. Low-pressure sodium lighting fixtures should not be used for exterior lighting applications.*
4. *The use of creative lighting, such as uplighting, downlighting, accent lighting and façade lighting should be used to prevent glare, with the fixtures being aimed away from the pedestrian or motorist.*
5. ***The recommended positioning of all lighting fixtures is “downward and inward,” as to direct and confine light to the property containing the lighting source.***
6. ***Lighting levels should be as even as possible, with lighting intensity not to exceed 0.5 foot candles in business and industrial districts, and with lighting intensity not to exceed 0.4 foot candles in residential districts or in developments adjacent to a residential district or use.***

To ensure compliance with the above standards, third party test paid for the developer would be required.

Since no new buildings are being constructed, off-street parking is not required; however, there should be clearly designated driving aisles, and areas for customers to park that will not impede the proposed travel-ways.

The site plan contains a note that states, “Site to be graveled at this time, future paving to be done in phases”. The developer should be aware that future paving will require third party engineering review to reduce run-off on neighboring properties.

The site plan calls for the removal of two buildings, staff is requesting a time frame in the notes of the site plan for when the expected demolition or removal of the buildings is to occur.

The access widths on Old Brighton Road should be shown on the site plan.

A permit with the Tennessee Department of Transportation for access on Mueller Brass Road is required.

Recommendation

Staff recommends in favor of the site plan provided all above issues are adequately addressed.

PROJECT CODE RECAP FOR PERMITS ISSUED: 2/01/2019 TO 5/01/2019

Description	# of Permits	Fees	Value
Accessory Building	1	30.00	1,000
Additions - Commercial	1	156.00	30,000
Renovations - Commercial	2	181.50	29,574
Demolition	2	800.00	800
Fences	5	175.00	41,000
Mechanical	9	2,960.00	2,960
New Educational Facility	2	9,908.98	2,761,615
New Single Family	3	2,242.00	687,021
Plumbing	10	2,985.00	2,483
Additions - Residential	2	218.00	28,000
Sign Installation	18	429.00	17,800
TOTALS	55	20085.48	3,602,253

MEMORANDUM FOR RECORD

TO: Covington Municipal-Regional Planning Commission.

RE: Performance Bonds and Letters of Credit

The following is a list of performance bonds and letters of credit held by the Covington Municipal-Regional Planning Commission. Sixty (60) days before the expiration date, the Department of Code Compliance staff, will request the developer to renew the financial instrument. If the performance bond or letter is not renewed within two weeks of notice then staff will recommend that the Covington Municipal-Regional Planning Commission "call the bond "or submit a draft on the letter of credit.

<u>Developer</u>	<u>Renewal Date</u>	<u>Expiration Date</u>
Deena, LLC 80 Deena Cove Covington, TN 38019	July 3, 2019 Irrevocable Letter of Credit \$17,000.00	September 3, 2019
Tipton Investment Properties, LLC Hidden Ridge Subdivision Street Covington, TN 38019	May 21, 2019 Irrevocable Letter of Credit \$33,000.00	August 21, 2019

Planning Commission's Zoning Responsibility and the Board of Zoning Appeals

Powers and Duties of a Municipal Planning Commission

- Prepare & adopt a general plan.
- Make advisory reports & recommendations on public projects and programs.
- Prepare and adopt subdivision regulations.
- Prepare & recommend a Zoning Ordinance & Map.
- Review amendments to the Zoning Ordinance & Map.

Guidelines for Amending Zoning Ordinance / Map

- If amendment originates from ...
 - Applicant - petitions zoning administrator.
 - Governing Body - sends request for study.
 - Planning Commission - schedules amendment for public hearing
- Zoning administrator publishes notice of public hearing.
- Planning Commission studies application and makes a recommendation to the Governing Body.
- Governing Body can either approve request, request modifications to the request or disapprove the request.
 - If approval is granted - clerk publishes amended ordinance/map.
 - If modifications requested - Planning Commission studies modifications.

Guidelines for Reviewing Zoning Amendments

- Is the proposed change in agreement with the General Plan?
- Is the proposed change consistent with the growth area requirements of the adopted growth boundary plan?
- Does the change violate the legal purposes of zoning?
- Has it been determined that there will be no adverse impact upon adjoining property or that any adverse impact can be justified by the overwhelming public good or welfare.
- Has it been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public?
- Has it been determined that the public services and facilities will not be adversely affected?

Procedure for Reviewing Zoning Changes

- Applicant (or their representative) bringing the change should go first and should bring documentation (sketch) of property.
- Allow commissioners to ask specific questions.
- Allow professionals, staff and public to address the Planning Commission.
- Allow applicant to address issues raised by the public.
- Public should be allowed to address applicants responses.
- Do commissioners have any questions for the applicant or other speakers?
- Determine if enough information has been presented. If not, table the item. If so, proceed.
- Discuss the impact of the change and the magnitude of the change.
- Vote on the proposed change.

Checklist for Zoning Amendment

- Does the town need more land in the zone class requested?
- Is there other property in the community that might be more appropriate for this use?
- Is the request in accord with the town plan?
- How long has the property been in its present use?
- What is the character of the surrounding neighborhood?
- Will the request have a serious impact on infrastructure?
- Will the request, as proposed, cause serious noise, odors, light, activity or unusual disturbances?
- Does the request raise serious legal questions such as spot zoning, hardship, violation of precedents, or need for this type of use?
- Does the proposal seem realistic? Does it depend on other events that must first occur to make it feasible?
- Would the change, if granted, be consistent with the types of changes previously recommended by the commission?
- What were the recommendations of professionals or staff?
- Is there a good possibility that the request, as proposed, will result in lessening the enjoyment or use of adjacent properties?

Re-zoning

- An amendment to the zoning map to change the district designation. For instance changing from R-1 Residential zoning to B-1 Business zoning.
- This can be done only by the legislative body after review by the Planning Commission. The BZA has no jurisdiction regarding re-zonings.

Text Amendment

- A change in the text of the zoning ordinance. Such as changing a front yard setback in the R-1 district from 30 feet to 15 feet. This change would effect all lots zoned R-1.
- This can be done only by the legislative body after review by the Planning Commission. The BZA has no jurisdiction regarding text amendments.

Being Prepared for a Legal Challenge

- Always hold a fair hearing/meeting
 - Everyone has an opportunity to speak and make suggestions.
 - Applicants have opportunity to correct flaws.
 - Balance the rights of the applicant with the rights of the neighbors.
- Never grant special favors or appear to grant special favors.
- Always make and keep a record.
- Never establish a rule that attorneys may not be present or speak at zoning hearings.
- Never hold an executive session.
- Adhere closely to the adopted regulations.
- If you have a personal, business or financial conflict, disqualify and excuse yourself.
- Always ask yourself, "If this use were located next to my property, would I vote the same way?"

What is the BZA

- Required by State Enabling Legislation
- Established by the Zoning Ordinance
- Powers
 - Variance
 - Special exception
 - Administrative Review
- Limitations

Overview

- To adequately understand the proper jurisdiction and authority of the BZA it is important to know what constitutes a variance, a special exception and administrative review and it is also important that these actions not be confused with a rezoning or a revision to the text of the zoning ordinances.
- Any decision of the BZA must fall within the boundaries of the enabling statutes. If a decision is made that cannot be supported by the enabling legislation, the decision is outside of the confines of the powers enumerated by the law and is therefore invalid.

Administrative Review

This is an appeal of a decision or order of the Building Inspector.

Special Exception

- Also called a Conditional Use or Use Permitted on Appeal
- A use permitted by right in a district but requires that special attention be paid to parking, drainage or other considerations that might prove detrimental to the area.
- Conditional uses must be approved by the BZA with conditions intended to minimize any adverse effects of the proposed use.

Variance

- A departure from the provisions of the Zoning Ordinance relating to yard, area, or frontage requirements, but not involving the activity conducted on the lot.
- The problem causing the need for a variance must be unique to the lot.
- Variances can only be granted in instances where the strict enforcement of the ordinance would result in a taking of property.
- Variances run with the land. If the property requiring the variance changes hands the variance is still good. It would not be necessary for the new owner to seek a variance for the same problem.

Limitations

- The BZA may not:
 - Re-zone property
 - Permit a use not otherwise allowed
 - Amend the text of the ordinance
 - Grant variances for common problems created by the property owner as a matter of convenience

Finding of Fact

- The BZA must issue a finding of fact for every determination it makes.
- It must outline
 - 1** The nature of the request
 - 2** The reason for granting or denying the request
 - 3** Any restrictions or conditions which must be met by the applicant



**TENNESSEE FEDERATION OF COLORED WOMEN
AND YOUTH CLUBS, INC.**

MEMBER NATIONAL ASSOCIATION OF COLORED WOMEN'S CLUB'S INC.
ORGANIZED 1896 MOTTO "LIFTING AS WE CLIMB" INCORPORATED 1904
Website - tennesseefederationofcoloredwomen.com

To Whom It May Concern:

We are the TEEN EMPOWERMENT NET YOUTH CLUB OF COVINGTON, TN. Our club is a youth club sponsored by the Tennessee State Federation of Colored Women and Tipton County Federated Club. Our objective is to promote better social relationships, better education and financial welfare in the community. Our club is federated with local, state, regional and national chapters (clubs). We also have a national headquarters located in Washington DC.

The youth group that we supervise has the following objectives: Learning leadership skills, serving the community, focusing on education as a way of betterment for themselves and improving social relationships with others.

Our National Convention will be held in Fort Lauderdale, Fl, this year. Our club, consist of 18 members. Not all of our members have the financial backing to help them to get to the regional competitions. It is my desire to take several if not all of our youth on this trip to gain a better understanding of how the organization operates at all levels. Any financial assistance that your company can provide for these youths will be greatly appreciated.

*Thanking you in advance.
Lifting as We Climb*

*Charlotte Harwell, local Youth Advisor
Shelia Barlow, State of TN President*

G & W Diesel	Fire	Richard Griggs Turn Out Gear	\$ 2,521.60
A T & T	Police	Phone	\$ 3,938.97
A2H	Artesian	Museum Expansion	\$ 5,088.00
BancorpSouth Credit	Various Depts	Travel, Supplies	\$ 4,048.50
BFI North Shelby Landfill	WWTP	Sludge Disposal	\$ 1,172.55
BNY Mellon	Biomass	Interest Pymt on Bond	\$ 4,317.18
Brenntag Mid-South	WWTP	Chemicals	\$ 2,528.00
Cottrell Electric	Water	Repair Pipe Well #7	\$ 1,944.24
Danny Wallace	General	Elected Officials Academy	\$ 32.00
Data Driven	Police	Annual Fees for Watson Reporting System	\$ 5,062.50
Dell	Museum	Computer Server	\$ 3,861.84
Emergency Reporting	Fire	FY 19-20 Subscription	\$ 4,764.00
Fail Safe Testing	Fire	Annual Fire Hose Testing	\$ 3,836.00
G & C Supply	Water	Meter	\$ 3,590.00
G & C Supply	Sewer	Repair Sewer Camera	\$ 2,413.49
G & C Supply	Water	Supplies	\$ 2,679.00
Home Depot	Various Depts	Supplies	\$ 2,975.84
Hub City Tire	Police	Tires	\$ 1,661.90
Justin Hanson	General	Elected Officials Academy	\$ 76.08
Mark Heaston	Fire	Travel	\$ 914.72
Minnie Bommer	General	TML Conference	\$ 106.08
Rogers Hydrant Service	Water	Painting of Fire Hydrants	\$ 8,840.00
Rose Construction	Artesian	App# 2 Boys & Girls Club	\$ 6,412.50
Russ Jones	Park & Rec	Field Prep June 2019	\$ 1,428.00
Sherman Hearn	Street	FY 19-20 Traffic Signal Maint	\$ 1,800.00
Silvey Services	BBQ Fest	Portable Toilets for BBQ Fest 2019	\$ 2,400.00
The Leader	Various Depts	Ads 6/2019	\$ 2,211.43
The Leader	Various Depts	Ads 5/2019	\$ 1,025.52
Thyssenkrupp	Civic Center	Elevator Maintenance July-Dec 19	\$ 1,363.30
Tri-State Meter Service	Gas	Odorant	\$ 3,406.20
Tri-State Meter Service	Gas	Testing Materials	\$ 5,760.00
Wal-Mart	Various Depts	Supplies	\$ 2,506.76
Wascon	Sewer	Pump	\$ 4,587.75
West Tenn Ready Mix	Fire	Concrete North Fire Station	\$ 1,052.00
Wooten Oil Co	Various Depts	Fuel	\$ 1,006.82
Wooten Oil Co	Various Depts	Fuel	\$ 1,018.52
Atty Witherington	General	Attorney Fees	\$ 2,874.40
		TOTAL	105,225.69