



Jack Howell  
*Interim Chief*

# Covington Police Department

## Public Safety Committee Meeting Law Enforcement Agenda

1. **Personnel**
2. **Training**
3. **Fleet**
4. **Total Calls for service**
5. **Traffic Stops**
6. **December Stats**

### **Personnel**

The department is currently down one Officer. The job posting and application process will begin in January 2022, and we will be seeking a certified candidate.

### **Training**

- Officer Sadler and Officer Taylor did graduate from TLETA on Dec. 22, 2021.
- Officer Norton and Officer J. Taylor attended a two-hour training session presented by the Department of Homeland security. These two will serve as a Terrorism Liaison Officer for our agency: They will begin to attend meetings, receive information from the local Fusion Centers or other local entities engaged in terrorism intel. or investigation. They will then educate others within our agency.
- December 8, 2021, members of the Admin Team attended the annual Anhydrous Ammonia Tabletop Drill at Unilever, presented by Safety Supervisor Danny Heflin. The drill covered:
  - Employee Evacuation
  - On-site Rescue and Repair
  - LEPC Communication
  - Fire Department Responsibilities
  - Police Department Responsibilities
  - Site Security Responsibilities

*"Serving – Protecting- Caring"*

## **Fleet**

The two new Ford Explorer's were picked up on Dec. 29, 2021 and will be equipped by Comserve Services, in January 2022, one will go to the Patrol Division and the other will be used as a Admin. vehicle.

## **Calls For Service - 1050**

## **Traffic Stops – 603**

## **Stats**

<b>Offense Category</b>	<b><u>Dec.</u> <u>Qty.</u></b>
<b>Homicide</b>	<b>0</b>
<b>Sex Offense</b>	<b>0</b>
<b>Assault</b>	<b>5</b>
<b>Domestic Offenses</b>	<b>10</b>
<b>Weapon</b>	<b>3</b>
<b>Misc. Reports</b>	<b>36</b>
<b>Counterfeiting/Forgery</b>	<b>1</b>
<b>Burglary</b>	<b>6</b>
<b>Motor Vehicle Theft</b>	<b>1</b>
<b>Fraud</b>	<b>1</b>

<b>Arrest</b>	<b><u>Dec.</u> <u>Qty.</u></b>
<b>Adult</b>	<b>56</b>
<b>Juvenile</b>	<b>11</b>

<b>Tickets</b>	<b><u>Dec.</u> <u>Qty.</u></b>
<b>Traffic Summons</b>	<b>185</b>
<b>Ordinance Violation</b>	<b>5</b>

<b>Larceny/ Theft</b>	<b>12</b>
<b>Embezzlement</b>	<b>0</b>
<b>Stolen Property</b>	<b>0</b>
<b>Vandalism</b>	<b>5</b>
<b>Drug/Narcotic</b>	<b>8</b>
<b>Memo</b>	<b>121</b>



*“Serving – Protecting- Caring”*

Fire Chief  
Richard Griggs



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 January 25,2022

1. Community Events/Meetings: Tennessee Fire Chiefs Meeting February 2-4,2022, EMAT (Emergency Management Association of Tennessee Conference)- Cool Springs, April 19-21, 2022.
2. Volunteer Hours: 384 hours worked by Volunteers in the 2021.
3. Annual Run Report for December 23<sup>rd</sup> -January 20 ,2022 attached. Total calls for 2021.
4. County coverage area collections to date -\$50,100.00
5. Inservice /Training: The 2022 In-service was approved by the State Fire Commission to include both Career and Volunteer Firefighters.
6. Care Report- The CFD has seen an increased number of calls regarding Falls. Our Care Coordinator will do a follow up with this type of call with a home visit to install smoke alarms and complete the included checklist. (Free Smoke Alarms) call (901)-476-2578 to schedule.
7. Fire Inspection Report: Inspector Jason Jenkins
8. Volunteer Firefighter Update: Tim Joyce State of Tennessee, Length of Service Award Program.



## **Tennessee Fire Chiefs Association Fall Quarter Meeting February 2 - 4, 2022**

### **Double Tree Hotel, Jackson, TN**

**(Room Rate \$96/night, room rate code TEF if booked by January 10<sup>th</sup>, Call 731-664-6900)**

#### **Wednesday, February 2, 2022**

Committee Meetings as Needed	1000 – 1200
Lunch (on your own)	1200 – 1300
<b>Medical CEU Training: (2hrs)</b> <b>Presentation will be made by Air Evac</b>	<b>1300 – 1500</b>
EMS Committee Meeting	1515 – 1600
Professional Development Committee Meeting	1600 – 1700

#### **Thursday, February 3, 2022**

<b>BREAKFAST</b>	<b>0700 – 0830</b>
Mutual Aid Committee Meeting	0830 – 0930
<b>TFCA Safer Grant for Recruitment/Retention Overview</b> <b>Presented by Eddie Phillips, TFCA and Shakir Mohammed, IAFC Program Manager</b>	<b>0930 – 1030</b>
Accreditation Consortium Committee Meeting	1030 - 1130
Lunch (on your own)	1130 – 1300
Legislative Committee Meeting	1300 – 1400
TN Pipeline Emergency Response Initiative (TPERI) Committee Meeting	1415 – 1515
Community Risk Reduction Committee Meeting	1530 – 1600
Safety, Health, & Wellness Committee Meeting	1615 – 1645

#### **Friday, February 4, 2022**

TFCA Board/Business Meeting	0900 - 1100
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**SAVE THE DATE!!**

***TFCA Spring 2022 Quarterly Meeting***

***April 6<sup>th</sup> – 8<sup>th</sup>, 2022***

***Park Vista Hotel, Gatlinburg, TN***

***Room Rate \$96/night if booked by March 5, 2022***

***Reservation Code: TFC***

***Hilton Reservations Online or call 1-800-421-7275***

***TFCA Annual 2022 Leadership Conference***

***July 23<sup>rd</sup> – 27<sup>th</sup>, 2022***

***Embassy Suites Conference Center, Murfreesboro, TN***

***[www.tnfirechiefs.com](http://www.tnfirechiefs.com)***

NAME	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21	9/21	10/21	11/21	12/21	TOTAL HOURS WORKED
GENE COLTRANE	64	24	0	0	0	60	15	36	50	48	0	60	357
BAKER MCCOOL	0	0	0	0	0	0	0	0	0	0	0	0	0
TERRANCE SMITH	6	0	3	6	12	0	0	0	0	0	0	0	27
TOTAL	70	24	3	6	12	60	15	36	50	48	0	60	384

1211

TERRANCE SMITH FULL-TIME 7/26/2021

TOTAL FROM 1/2021 TO 7/2021 = 27 HOURS

# Covington Fire Department

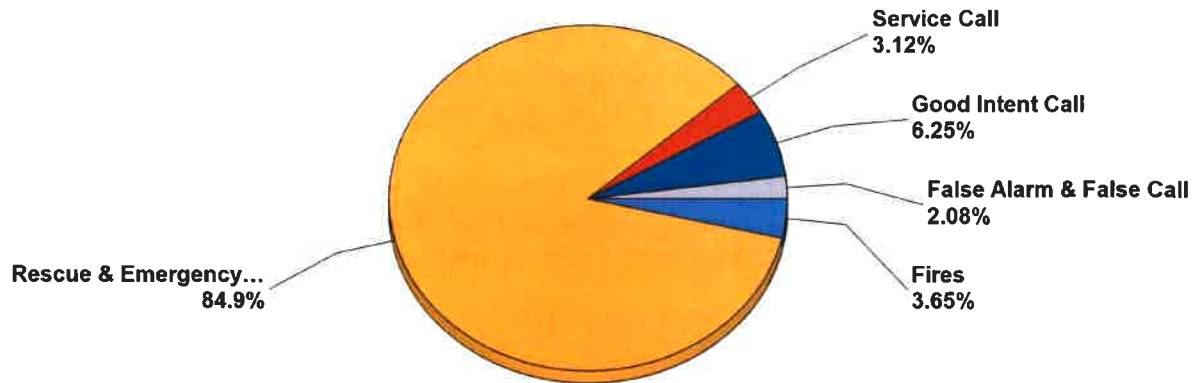
Covington, TN

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/23/2021 | End Date: 01/20/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	3.65%
Rescue & Emergency Medical Service	163	84.9%
Service Call	6	3.12%
Good Intent Call	12	6.25%
False Alarm & False Call	4	2.08%
<b>TOTAL</b>	<b>192</b>	<b>100%</b>

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



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Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	4	2.08%
130 - Mobile property (vehicle) fire, other	1	0.52%
132 - Road freight or transport vehicle fire	1	0.52%
141 - Forest, woods or wildland fire	1	0.52%
311 - Medical assist, assist EMS crew	14	7.29%
320 - Emergency medical service, other	1	0.52%
321 - EMS call, excluding vehicle accident with injury	143	74.48%
322 - Motor vehicle accident with injuries	3	1.56%
324 - Motor vehicle accident with no injuries.	1	0.52%
350 - Extrication, rescue, other	1	0.52%
510 - Person in distress, other	5	2.6%
561 - Unauthorized burning	1	0.52%
611 - Dispatched & cancelled en route	11	5.73%
631 - Authorized controlled burning	1	0.52%
700 - False alarm or false call, other	1	0.52%
735 - Alarm system sounded due to malfunction	1	0.52%
740 - Unintentional transmission of alarm, other	1	0.52%
743 - Smoke detector activation, no fire - unintentional	1	0.52%
<b>TOTAL INCIDENTS:</b>	<b>192</b>	<b>100%</b>

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# Covington Fire Department

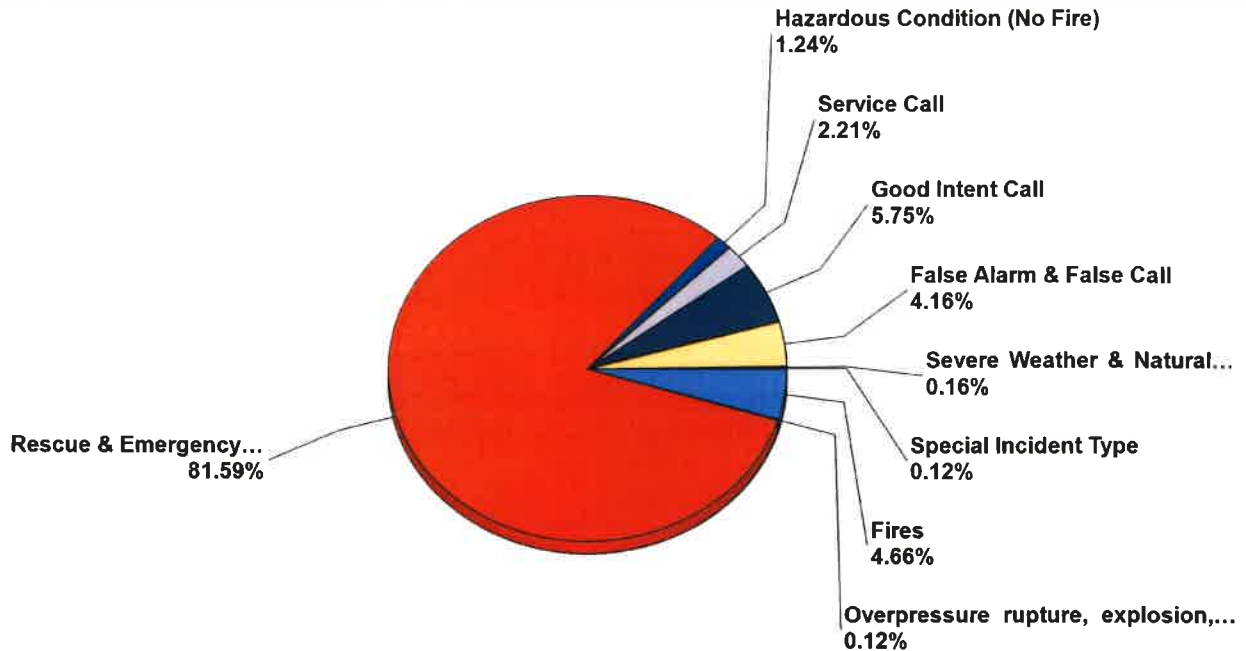
Covington, TN

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2021 | End Date: 12/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	120	4.66%
Overpressure rupture, explosion, overheating - no fire	3	0.12%
Rescue & Emergency Medical Service	2101	81.59%
Hazardous Condition (No Fire)	32	1.24%
Service Call	57	2.21%
Good Intent Call	148	5.75%
False Alarm & False Call	107	4.16%
Severe Weather & Natural Disaster	4	0.16%
Special Incident Type	3	0.12%
<b>TOTAL</b>	<b>2575</b>	<b>100%</b>

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### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	0.04%
111 - Building fire	29	1.13%
113 - Cooking fire, confined to container	12	0.47%
118 - Trash or rubbish fire, contained	5	0.19%
121 - Fire in mobile home used as fixed residence	2	0.08%
122 - Fire in motor home, camper, recreational vehicle	1	0.04%
130 - Mobile property (vehicle) fire, other	1	0.04%
131 - Passenger vehicle fire	20	0.78%
132 - Road freight or transport vehicle fire	1	0.04%
133 - Rail vehicle fire	2	0.08%
138 - Off-road vehicle or heavy equipment fire	3	0.12%
140 - Natural vegetation fire, other	3	0.12%
141 - Forest, woods or wildland fire	5	0.19%
142 - Brush or brush-and-grass mixture fire	8	0.31%
143 - Grass fire	15	0.58%
151 - Outside rubbish, trash or waste fire	6	0.23%
154 - Dumpster or other outside trash receptacle fire	1	0.04%
155 - Outside stationary compactor/compacted trash fire	1	0.04%
161 - Outside storage fire	2	0.08%
170 - Cultivated vegetation, crop fire, other	2	0.08%
251 - Excessive heat, scorch burns with no ignition	3	0.12%
311 - Medical assist, assist EMS crew	196	7.61%
320 - Emergency medical service, other	2	0.08%
321 - EMS call, excluding vehicle accident with injury	1782	69.2%
322 - Motor vehicle accident with injuries	61	2.37%
323 - Motor vehicle/pedestrian accident (MV Ped)	3	0.12%
324 - Motor vehicle accident with no injuries.	40	1.55%
331 - Lock-in (if lock out , use 511 )	5	0.19%
350 - Extrication, rescue, other	3	0.12%
351 - Extrication of victim(s) from building/structure	1	0.04%
352 - Extrication of victim(s) from vehicle	2	0.08%
353 - Removal of victim(s) from stalled elevator	1	0.04%
360 - Water & ice-related rescue, other	2	0.08%
381 - Rescue or EMS standby	3	0.12%
400 - Hazardous condition, other	1	0.04%
411 - Gasoline or other flammable liquid spill	1	0.04%
412 - Gas leak (natural gas or LPG)	11	0.43%
423 - Refrigeration leak	1	0.04%
424 - Carbon monoxide incident	1	0.04%
440 - Electrical wiring/equipment problem, other	3	0.12%
441 - Heat from short circuit (wiring), defective/worn	1	0.04%
443 - Breakdown of light ballast	2	0.08%
444 - Power line down	8	0.31%
461 - Building or structure weakened or collapsed	1	0.04%
463 - Vehicle accident, general cleanup	1	0.04%
480 - Attempted burning, illegal action, other	1	0.04%
500 - Service Call, other	4	0.16%
510 - Person in distress, other	32	1.24%
511 - Lock-out	4	0.16%
520 - Water problem, other	1	0.04%
522 - Water or steam leak	3	0.12%
531 - Smoke or odor removal	1	0.04%
542 - Animal rescue	1	0.04%
551 - Assist police or other governmental agency	6	0.23%
552 - Police matter	2	0.08%

Only REVIEWED and/or LOCKED IMPORTED incidents are 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
553 - Public service	1	0.04%
561 - Unauthorized burning	2	0.08%
600 - Good intent call, other	3	0.12%
611 - Dispatched & cancelled en route	123	4.78%
621 - Wrong location	1	0.04%
622 - No incident found on arrival at dispatch address	8	0.31%
631 - Authorized controlled burning	1	0.04%
651 - Smoke scare, odor of smoke	11	0.43%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.04%
700 - False alarm or false call, other	20	0.78%
710 - Malicious, mischievous false call, other	2	0.08%
711 - Municipal alarm system, malicious false alarm	3	0.12%
730 - System malfunction, other	9	0.35%
731 - Sprinkler activation due to malfunction	1	0.04%
733 - Smoke detector activation due to malfunction	12	0.47%
735 - Alarm system sounded due to malfunction	17	0.66%
740 - Unintentional transmission of alarm, other	3	0.12%
741 - Sprinkler activation, no fire - unintentional	3	0.12%
743 - Smoke detector activation, no fire - unintentional	12	0.47%
744 - Detector activation, no fire - unintentional	6	0.23%
745 - Alarm system activation, no fire - unintentional	19	0.74%
812 - Flood assessment	1	0.04%
813 - Wind storm, tornado/hurricane assessment	1	0.04%
814 - Lightning strike (no fire)	2	0.08%
900 - Special type of incident, other	2	0.08%
911 - Citizen complaint	1	0.04%
<b>TOTAL INCIDENTS:</b>	<b>2575</b>	<b>100%</b>

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



## COVINGTON FIRE DEPARTMENT

### 2022 Inservice

Participation in the Tennessee Commission on Firefighting Educational Incentive Program is **voluntary**. Attendance of forty (40) hours of approved commission courses must be counted for educational incentive compensation. No overtime will be afforded for approved courses. Online courses are to be completed on-duty. All classroom courses will be held in the training room at Station 1 and begin at 8am promptly.

***CISM (Critical Incident Stress Management) on TNFireTraining.com (Online) 4 hours***

1/1/2022 – 1/30/2022      on duty

***Hoarding Structures      Jeremy Channell      4 hours***

1/24/2022   C Shift

1/25/2022   B Shift

1/26/2022   A Shift

***Geriatric Emergencies for EMS      Hospital Wing      Jan Weathered      8 hours***

1/10/2022   B Shift

1/11/2022   A Shift

1/12/2022   C Shift

***Hazardous Materials: What Have We Learned?      Bill Burke      8 hours***

2/28/2022   A Shift

3/1/2022   C Shift

3/2/2022   B Shift

***Leadership: Are You Ready For The Future?      TFACA      4 hours***

3/7/2022   C Shift

3/8/2022   B Shift

3/9/2022   A Shift

***Pump Ops for the Attack Engine      TFACA      4 hours***

3/7/2022   C Shift

3/8/2022   B Shift

3/9/2022   A Shift

***Responding to Utility Emergencies      TFACA      8 hours***

3/14/2022   B Shift

3/15/2022   A Shift

3/16/2022   C Shift

***Emergency Services Trailer Operations & Safety      Jeremy Channell      8 hours***

4/4/2022   B Shift

4/5/2022   A Shift

4/6/2022   C Shift

***Emergency Egress Bailouts      TFACA      8 hours***

10/24/2022   C Shift

10/25/2022   B Shift

10/26/2022   A Shift



## COVINGTON FIRE DEPARTMENT

### 2022 Volunteer Inservice

All classroom courses will be held in the training room at Station 1 and begin at 6pm promptly.

***Respiratory Protection/RIT Operations      Jeremy Channell      4 hours***

1/4/2022

***Electric & Hybrid Vehicle Safety      Jeremy Channell      4 hours***

2/1/2022

***Firefighter Stress Management      Jeremy Channell      4 hours***

3/1/2022

***The Hoarder Structure      Jeremy Channell      4 hours***

4/5/2022

***Vehicle Fires on TNFireTraining.com (Online) 4 hours***

5/1/2022 – 5/31/2022    on your own time

***CISM (Critical Incident Stress Management) on TNFireTraining.com (Online) 4 hours***

6/1/2022 – 6/30/2022    on your own time

***Elevator Emergency Awareness on TNFireTraining.com (Online) 4 hours***

7/1/2022 – 7/31/2022    on your own time

***IAFF Emergency Vehicle & Roadway Scene Safety on TNFireTraining.com (Online) 4 hours***

8/1/2022 – 8/31/2022    on your own time

## Covington Fire Department Inspector

Monthly Report Dec 23<sup>rd</sup> 2021 to January 20<sup>th</sup> 2022

- General office duties, taking mail and picking up mail at City Hall and picking up supplies needed for both stations and vehicles.
- 27 Inspections / re-Inspections done
- 1 response to Walgreens for the fire alarm issue
- fire alarm tests 1
- 2 Civic meeting
- 4 Code meetings on new business and businesses take are re-locating
- 12-22-2021 continued to work on the hydrant spreadsheet
- 12-23-2021 continued to work on the spreadsheet for Asst. Chief Channel until 1600 hours.
- 12-28-21 finished the spreadsheet and turned it in the Asst. Channel to be entered into the 991 CAD.
- 1 special events meeting on 1-13-21
- Meeting with Tractor Supply about a sprinkler head being broke. Issues with getting into the pump room and shutting the water off.



# Covington Fire Dept. CARE/911 Alternative Program

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## Monthly Report – January, 2022

- General Office Duties
- Still Grappling with the Covid -19 issues and the number of calls resulting in increased Falls and Breathing issues
- One welfare check at Magnolia Creek Nursing and Rehabilitation
- Completed Four AHA BLS recertification classes
- Completed two Heart saver 1<sup>st</sup> Aid CPR AED recertification classes
- Attended Two Rotary Civic events at the Covington Country Club
- One visit to Children Family Services
- Installed Twenty-five smoke Alarms
- Approximately Twenty-six welfare checks
- Attended eight hours of GEMS training in regards to Geriatrics awareness, from Hospital Wings at the Covington Fire Department
- Assisted on One EMS call
- Two visits to Baptist Hospital Tipton Emergency Room Department
- Completed Drug Tipton Zoom meeting


# Home Safety Checklist

## Prevent Fires

2


☐ Yes ☐ No

**Do you know what to do if your clothes catch fire?**

 Stop (don't run), drop gently to the ground, and cover your face with your hands. Roll over and over or back and forth to put out the fire. If you cannot drop and roll, keep a blanket or towel nearby to smother flames. If you use a wheelchair, scooter, or other device and are able to get to the floor, lock the device first before getting out and then roll until the flames are out. If you are a bystander, consider grabbing a rug, blanket, or fire blanket to help extinguish the flames. Use cool water for 3-5 minutes to cool the burn. Get medical help right away.


☐ Yes ☐ No

**Do you know what to do if you burn yourself?**

 Treat a burn right away by putting it in cool water. Cool the burn for 3 to 5 minutes. Get medical help if needed. Do not apply creams, ointments, sprays, or other home remedies.


☐ Yes ☐ No

**Do you have at least one smoke alarm on every level of your home, outside each sleeping area, and inside each bedroom?**

 Have smoke alarms installed outside each sleeping area, on every level of your home, and inside each bedroom. Make sure alarms are interconnected so that when one sounds they all sound. If you are deaf or hard of hearing, special alarms are available.


☐ Yes ☐ No

**Do you test your smoke alarms monthly?**

 Have someone test your smoke alarms once a month by pushing the test button. Batteries should be changed at least once a year or whenever the alarm "chirps" to tell you that the battery power is low. Replace all smoke alarms when they are 10 years old


☐ Yes ☐ No

**If there was a fire in your home, would you know how to get outside**

 In a fire, get outside as quickly as you can and stay outside. Once you have escaped a fire, call the fire department from a neighbor's phone or a cell phone.


☐ Yes ☐ No

**Do you know two ways out of every room?**

 If possible, know two ways out of every room in your home and two ways out of the home. Make sure windows and doors open easily. Windows with security bars, grills, and window guards should have emergency release devices. Make sure furniture and other heavy objects are not blocking your exits. If you must escape through smoke, stay low and go under the smoke to your way out.

☐ Yes ☐ No

**Have you included anyone with a disability in your home in your escape planning and determined what assistance they would need to get out of the home in case of an emergency?**

 Include everyone in your home in the planning process. Develop your escape plan around their abilities. Practice the plan at least twice a year both during the day and at night.


# Home Safety Checklist

## Prevent Falls

1


☐ Yes ☐ No

### **Do you exercise regularly?**

 Regular exercise builds your strength and improves your balance and coordination. Ask your doctor about the best physical exercise for you.


☐ Yes ☐ No

### **Do you take your time getting up to answer the phone or doorbell?**

 Being rushed or distracted increases your chance of falling. Get out of chairs slowly. Sit a moment before you get out of your bed. Stand and get your balance before you walk.


☐ Yes ☐ No

### **Do you keep walking areas and stairways clear of tripping hazards, such as papers, books, electrical cords, and shoes?**

 Keep stairs and walking areas free of electrical cords, shoes, clothing, books, magazines, and other piles of stuff.


☐ Yes ☐ No

### **In winter, are sidewalks, outdoor steps, and walkways clear of ice and snow?**

 Keep the walkways clear. If needed, ask for help with snow and ice removal.


☐ Yes ☐ No

### **Have you had your eyes checked?**

 See an eye specialist once a year. Poor vision can increase your chance of falling.


☐ Yes ☐ No

### **Do you have nightlights along the path between your bedroom and the bathroom?**

 Use nightlights to light the path between your bedroom and the bathroom.


☐ Yes ☐ No

### **Do you turn on the lights before you use the stairs?**

 Stairways should be well lit from both the top and the bottom. Turn on the lights before using the stairs.


☐ Yes ☐ No

### **Does every room have a light switch that can be reached from the doorway?**

 Make sure you can reach light switches from the doorway. Ask for help installing new light switches.


☐ Yes ☐ No

### **Are there non-slip mats in and outside bathtubs and showers?**

 Use non-slip bath mats in the bathtub and on shower floors.

☐ Yes ☐ No

### **Do you have grab bars in tubs, showers, and near all toilets?**

 Grab bars should be installed in all bathrooms. Never use a towel rack or shower rod for support.


# Home Safety Checklist

## Prevent Fires

1


☐ Yes ☐ No

**If there are smokers in your home, do they smoke outside?**

 Ask smokers to smoke outside. Never smoke in bed or when drowsy.


☐ Yes ☐ No ☐ N/A

**Do smokers use deep, sturdy ashtrays?**

 Use deep, sturdy ashtrays. Wet cigarette butts and ashes before throwing them out or bury them in sand.


☐ Yes ☐ No ☐ N/A

**Are space heaters at least 3 feet (1 meter) from things that can burn?**

 Keep space heaters at least 3 feet (1 meter) away from anything that can burn—including you. Follow this rule for woodstoves and fireplaces, too. Shut off and unplug heaters when you leave the room or your home or go to bed. Always plug space heaters into wall outlets and never into extension cords or power strips.


☐ Yes ☐ No

**Do you inspect electrical cords in your home for damage?**

 Check electrical cords often. If cords are cracked or damaged or you have loose electrical or extension cords, stop using the cords immediately and replace them. Do not try to repair them.


☐ Yes ☐ No

**Are electrical cords kept from running across doorways or under rugs?**

 If not, unplug them at once. Avoid putting cords where they can be damaged or pinched by furniture, under rugs and carpets, or across doorways.


☐ Yes ☐ No

**Do you know how to put out a pan fire on the stovetop?**

 If a pan of food catches fire, slide a lid over it and turn off the burner. When in doubt, get outside and call the fire department.


☐ Yes ☐ No

**Do you stay in the kitchen when you cook?**

 Stay in the kitchen when you are frying, grilling, or broiling food. If you leave the kitchen for even a short period of time, turn off the stove. Don't use the stove if you are drowsy from alcohol or medication and do not cook while taking new medication until you know how it will affect you.


☐ Yes ☐ No

**Do you allow food cooked in a microwave oven to cool before eating?**

 Remember that while microwave ovens stay cool, the food inside can become very hot. Open microwaved food slowly, away from the face. Allow food to cool before eating.

☐ Yes ☐ No

**Do you wear tight-fitting clothing or short sleeves when you cook?**

 Wear tight-fitting, rolled-up, or short sleeves when cooking. Use oven mitts to handle hot pans.


# Home Safety Checklist

## Prevent Falls

2


☐ Yes ☐ No

**Do you wipe up spilled liquids right away?**

 Wipe up spilled liquids immediately. Even a few drops of liquid or grease can be a slipping hazard.


☐ Yes ☐ No

**Do your throw rugs have rubber, non-skid backing?**

 Use only throw rugs that have rubber, non-skid backing. Smooth out all wrinkles and folds in carpeting.


☐ Yes ☐ No

**Is your carpeting in good condition?**

 Make sure carpeting is not wrinkled, torn, or worn. If it is, ask for help repairing or replacing the carpeting.


☐ Yes ☐ No

**Are there sturdy, easy-to-grip handrails on both sides of the stairs?**

 Have easy-to-grip handrails installed along the full length of both sides of the stairs


☐ Yes ☐ No

**Do you wear sturdy, well-fitting, low-heeled shoes with non-slip soles?**

 Wear sturdy, well-fitting, low-heeled shoes with non-slip soles, which are safer than high heels, thick-soled athletic shoes, slippers, or stocking feet.

☐ Yes ☐ No ☐ N/A

**Have you contacted your doctor or pharmacist if your medication affects your balance and coordination?**

 If not, have your doctor or pharmacist review all your medications, including over-the-counter drugs. Some medications can affect your balance and coordination.



## The State of Tennessee Length of Service Award Program for Volunteers

The Tennessee Department of Treasury was authorized by the 112th General Assembly to establish a length of service award program (LOSAP). A length of service award program allows participating local governments and tax-exempt organizations to provide financial rewards to volunteers performing firefighting and prevention, emergency medical, and ambulance services. LOSAPs are designed to recruit, retain, and reward volunteers for their commitment to the community.

Participating entities may designate an annual contribution to be made to a volunteer's account per year of service. These contributions are invested on behalf of the volunteer to provide a future monetary benefit.

To be eligible to receive benefits from a LOSAP, an individual must be a bona fide volunteer who receives no compensation for the services and instead receives only reasonable reimbursement or nominal stipends. It is the responsibility of the participating entity to determine who qualifies as a bona fide volunteer and to develop a criteria for awarding LOSAP contributions.



Local governments and tax-exempt organizations electing to participate will be assessed a one-time fee of \$500 to establish a LOSAP and a \$250 annual maintenance fee.

The participating entity may specify an annual contribution amount between \$200 and \$6,000 per eligible volunteer.

Investments for the State of Tennessee LOSAP will be overseen by the Tennessee Department of Treasury. This experienced team monitors the performance of the investment options through a quarterly review process. The TN Stable Value Fund has been selected as the default investment option. The primary objective of this fund is to seek to provide safety of principal while earning a competitive credited interest rate. Participants may also elect to invest contributions in the Fidelity Puritan Fund.

## LENGTH OF SERVICE AWARD PROGRAM

### Benefits

LOSAP contributions, and any associated investment earnings, may be distributed to volunteers upon attainment of age 45 and completion of five years of eligible volunteer service.

### Tax Treatment

The contributions made to a volunteer's LOSAP account are not considered wages and, therefore, are not subject to FICA taxes or other payroll taxes. When a volunteer reaches entitlement age and receives a distribution of their account, the benefit payment is subject to ordinary income tax.

### About the Tennessee Department of Treasury

The Tennessee Department of Treasury is responsible for many of the financial operations of state government, including managing and overseeing more than \$99.2 billion in assets through its various investment programs. Treasury administers the State's retirement program, RetireReadyTN, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's deferred compensation plans.

### About the State of Tennessee LOSAP

During the 2021 legislative session, the 112th General Assembly authorized the State Treasurer to inquire with local governments and volunteer fire departments about establishing a length of service award program (LOSAP) pursuant to Section 457 of the Internal Revenue Code. Based on the results of the inquiry, the Treasurer was authorized to establish a LOSAP to be administered by the Tennessee Department of Treasury. The legislation, SB0655/HB0612, championed by Senator Janice Bowling of Tullahoma and Representative Ron Gant of Rossville, was signed into law by Governor Lee on May 27, 2021 after receiving unanimous approval by both the House and Senate.

### For more information contact:

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# Covington Fire Department

Volunteer Division

## **Volunteer Firefighter Minimum Performance Standards and Incentives**

Volunteer firefighters will meet for four (4) hours of training on the first and third Tuesday from 1800-2200 hours of each month for a total of eight (8) training hours monthly.

Volunteer firefighters will be expected to attend all emergency call ins when available.

Volunteer firefighters may schedule shift work in no less than 4 hour increments daily (after completion of probation).

To be in "good standing" in the fire department as determined by the fire chief or his designee, a volunteer firefighter must meet these minimum criteria each month:

- Attend 50% of emergency call ins.
- Attend 4 hours of approved training per month.
- Participate in no less than 8 hours of scheduled shift work (after completion of probation)
- Perform all assignments outlined in job description.

If a volunteer firefighter does not meet these minimum standards for any month, the volunteer firefighter automatically goes on probation. The volunteer firefighter stays on probation until their performance meets the cumulative totals required for the current calendar month of that year.

### Examples:

Once placed on probation, a volunteer firefighter must do all of the following to be removed from probationary status:

- For the most recent calendar month, the volunteer firefighter must have attended 50% of the emergency calls to which they were paged.
- The volunteer firefighter must attend the current month training offerings.
- The volunteer firefighter must have performed all their job assignments for the position that they hold during the past 30 days.





# Covington Fire Department

## Volunteer Division

Once a volunteer is on probation, they have 90 days to become current in all performance requirements. If, at the end of this 90-day period, the firefighter has not become current in good standing, the volunteer firefighter shall be sent a certified letter placing them on termination notice at the end of 30 days. If the volunteer firefighter does not become in good standing with the department within this final 30-day period, the volunteer firefighter will be removed from the department at the end of the 30 days and must turn in all gear and equipment belonging to the fire department. Should the volunteer firefighter resign at any time during this process, before the last day of the final 30-day period, they will be considered to have resigned in good standing with the department.

A volunteer firefighter in good standing with the fire department as certified by the fire chief or the volunteer coordinator as appointed by the fire chief will receive the following monthly incentives.

Monthly allowances for volunteer firefighters are not compensation for the work that they perform. The financial incentives provided to the volunteers encourage them to donate their time to the fire department and to compensate them for the out-of-pocket expenses that they incur in responding to alarms, attending training, and other activities in which they may engage on behalf of the city and the fire department. The financial incentives provided to the volunteers are nominal in relation to the service that they provide and do not in any way to reflect the actual value of the time or service provided by these individuals. Monthly allowances to each volunteer are provided in the table below.

<b>Volunteer Position</b>	<b>Number of Budgeted Positions</b>	<b>Monthly Incentive Pay (Paid Semi-annually)</b>	<b>Months Per Year</b>	<b>Annual Cost</b>
Probationary Firefighter	*	\$0	12	0
Volunteer Firefighter	8	\$125.00	12	\$12,000
Master Volunteer Firefighter	2	\$175.00	12	\$4,200
<b>Total Positions</b>	<b>10</b>	<b>Total Volunteer Incentive Pay</b>		<b>\$16,200</b>

Disbursements will occur semi-annually on June 1<sup>st</sup> and December 1<sup>st</sup> of each year.



# Covington Fire Department

Volunteer Division

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## Volunteer Rank Structure and qualifications for Promotion

### Entry Level:

**Probationary Volunteer Firefighter (PVF)** – once the fire chief has approved an application, the applicant becomes a probationary firefighter. The applicant shall remain a probationary firefighter for no less than 12 months. During this time, the PF shall perform only those duties for which they have been trained and approved by their training officer or other authority. The probationary firefighter will wear a helmet that clearly distinguishes them from any other member of the fire department.

### Promotions:

**Volunteer Firefighter (VFF)** – When a probationary firefighter is approved by the fire chief to be removed from probationary status after serving their 12 months on probation **and**, completing all training required by the fire department, they automatically become a Volunteer Firefighter.

**Master Volunteer Firefighter (MVF)** - Applicants for promotion in the fire service to the classification level of Master Volunteer Firefighter must have all the entry-level requirements and have three (3) years of experience in the fire fighting service. Applicants must also possess a valid Tennessee Operator's License, which has not been revoked or suspended within the last 36 months. The applicant must possess the qualifications for certification as outlined in NFPA 1002 for Fire Department Vehicle Driver/Operators.