



CITY OF SPARTA  
6 Liberty Square  
P.O. Box 30  
Sparta, Tennessee 38583  
931.836.3248  
931.836.3941 fax  
www.spartatn.gov

# AGENDA

## BOARD OF MAYOR AND ALDERMEN

***Thursday, April 21, 2022 - 5:00 PM***  
***Sparta City Hall, 2<sup>nd</sup> Floor***

1. Approve the Minutes of the April 7, 2022 regular meeting.

### **ORDINANCES**

2. Ordinance #22-945. An Ordinance to adopt an Emergency Operations Plan. Second and Final Reading.

### **PURCHASING**

3. Authorize the Mayor to enter into an agreement with Water Leak Relief, LLC, of Crossville, TN that extends the current terms of the program until May 31, 2024. The water/sewer rates and service limits shall remain unchanged.
4. Approve the purchase of 200 Water Meters from G & C Supply under state contract in the amount of \$11,674.00. These are budgeted items.

### **PARADE PERMITS**

5. Approve application for parade permit. Dani Auburger - Dash for Dani - 5k. August 20, 2022.

### **DEPARTMENTAL REPORTS**

6. Reports from Department Heads.
7. Other NEW business.
8. Other UNFINISHED business.
9. Citizen Comments from Sparta citizens (3-minute limit).
10. Adjourn.

***The City of Sparta is an equal opportunity provider and employer.***



# *MINUTES*

April 7, 2022

The Board of Mayor and Aldermen of the City of Sparta, White County, Tennessee, met in a regularly scheduled meeting at the City Hall, at 5:00 PM on the 7th day of April 2022, with Mayor Jeff Young presiding.

**Members Present**

Vice-Mayor Jim Floyd  
Alderman Hoyt Jones  
Alderman Jerry Lowery  
Alderman Robert Officer  
Alderman Judy Payne

**Members Absent**

Alderman Brent Young

Status of other city staff members were:

Brad Hennessee	City Administrator	Present
Tonya R. Tindle	City Recorder	Present
Dillard Quick	Public Works Director	Present
Lynn Omohundro	City Attorney	Absent
Doug Goff	Police Chief	Present
Kirk Young	Fire Chief	Present
Mike O'Neal	Codes Enforcement	Present
Belva Bess	Electric Manager	Present

A quorum was present and notice had been previously mailed to all members and the news media. Mayor Young called the meeting to order. Doug Goff opened with a prayer. Bobby Officer led the Pledge of Allegiance by request of the mayor.

Mayor Young recognized Ethan Roberts on his accomplishment of becoming pitcher for the Chicago Cubs and Kellie Jolley Harper on her winning season at University of Tennessee.

There was a motion by Alderman Payne with a second by Alderman Officer to approve the minutes of the March 17, 2022 regular meeting, which had been previously mailed to all board members and read by each member prior to the meeting. All voted "Aye" by voice vote. Motion passed.

Mayor Young administered the oath of office to patrolman Matthew Thomas.

There was a motion by Vice-Mayor Floyd with a second by Alderman Jones to approve Ordinance No.22-945 on first reading, an Ordinance to adopt an Emergency Operations Plan. The roll call was as follows:

Mayor Young.....Yes  
Alderman Floyd.....Yes  
Alderman Jones.....Yes  
Alderman Lowery.....Yes  
Alderman Officer.....Yes  
Alderman Payne.....Yes  
Alderman Young.....Absent  
The motion passed.

There was a motion by Alderman Payne with a second by Vice-Mayor Floyd to approve Resolution No.22-566, a resolution calling for a city election to be held August 4, 2022 for the purpose of electing three alderman and mayor for four- year terms to the Sparta Board of Mayor and Alderman. The roll call was as follows:

Mayor Young.....	Yes
Alderman Floyd.....	Yes
Alderman Jones.....	Yes
Alderman Lowery.....	Yes
Alderman Officer.....	Yes
Alderman Payne.....	Yes
Alderman Young.....	Absent

The motion passed.

There was a motion by Vice-Mayor Floyd with a second by Alderman Jones to approve Resolution No.22-567, a Resolution to amend Title 5, Chapter 5 regarding increasing purchase order limits. The roll call was as follows:

Mayor Young.....	Yes
Alderman Floyd.....	Yes
Alderman Jones.....	Yes
Alderman Lowery.....	Yes
Alderman Officer.....	Yes
Alderman Payne.....	Yes
Alderman Young.....	Absent

The motion passed.

There was a motion by Alderman Payne with a second by Alderman Lowery to approve the city recorder's financial reports. All voted "Aye" by voice vote. The motion passed.

There was a motion by Alderman Lowery with a second by Alderman Jones to approve a lease agreement for 211 W. Bockman Way (owned by the City) to H.W. Assembly & Finish for 6 months at \$650.00 per month. The roll call was as follows:

Mayor Young.....	Yes
Alderman Floyd.....	Yes
Alderman Jones.....	Yes
Alderman Lowery.....	Yes
Alderman Officer.....	Yes
Alderman Payne.....	Yes
Alderman Young.....	Absent

The motion passed.

There was a motion by Alderman Lowery with a second by Alderman Officer to approve the emergency purchase of an aeration shaft bearing for the Wastewater Treatment Plant in the amount of \$10,724.57 from Motion Industries of Cookeville. This is a sole source item. The roll call was as follows:

Mayor Young.....	Yes
Alderman Floyd.....	Yes
Alderman Jones.....	Yes
Alderman Lowery.....	Yes
Alderman Officer.....	Yes
Alderman Payne.....	Yes
Alderman Young.....	Absent

The motion passed.

There was a motion by Vice-Mayor Floyd with a second by Alderman Payne to authorize the purchase of parts to rebuild the S.R. 111 Sewer Pump Station in the amount of \$9,391.92 from Wascon of Livingston. The roll call was as follows:

Mayor Young.....	Yes
Alderman Floyd.....	Yes
Alderman Jones.....	Yes
Alderman Lowery.....	Yes
Alderman Officer.....	Yes
Alderman Payne.....	Yes
Alderman Young.....	Absent

The motion passed.

There was a motion by Alderman Lowery with a second by Vice-Mayor Floyd to authorize the purchase of various transformers in the amount of \$76,240.00 from Border States Electric in Nashville for the Electric Department. The roll call was as follows:

Mayor Young.....	Yes
Alderman Floyd.....	Yes
Alderman Jones.....	Yes
Alderman Lowery.....	Yes
Alderman Officer.....	Yes
Alderman Payne.....	Yes
Alderman Young.....	Absent

The motion passed.

There was a motion by Vice-Mayor Floyd with a second by Alderman Payne to authorize the solicitation of bids for materials to enclose a shed at S. Carter Street, with construction being performed in-house. The roll call was as follows:

Mayor Young.....	Yes
Alderman Floyd.....	Yes
Alderman Jones.....	Yes
Alderman Lowery.....	Yes
Alderman Officer.....	Yes
Alderman Payne.....	Yes
Alderman Young.....	Absent

The motion passed.

There was a motion by Alderman Payne with a second by Alderman Officer to approve the internal transfer of Preston Martin (Truck Driver in Water Division) to a vacant Sewer Trades Helper, and Dustin Kerr (Water Treatment Plant Operator in Water Division) to Truck Driver for the Water Division. All voted "Aye" by voice vote. Motion passed.

There was a motion by Vice-Mayor Floyd with a second by Alderman Payne to approve the solicitation of applications for Water Plant Operator due to the internal transfer of Dustin Kerr. All voted "Aye" by voice vote. Motion passed.

Department heads gave reports.

There was a motion by Alderman Lowery with a second by Alderman Jones to authorize a waver to our purchasing policy and to approve the authority to re-bid 150lb cylinders of Chlorine and Sulfur Dioxide for the Sewer Treatment Plant, due to the low-bidder not being able to uphold the current bid. The roll call was as follows:

Mayor Young.....Yes  
Alderman Floyd.....Yes  
Alderman Jones.....Yes  
Alderman Lowery.....Yes  
Alderman Officer.....Yes  
Alderman Payne.....Yes  
Alderman Young.....Absent  
The motion passed.

Citizens comments were heard:

- Samantha Satterfield addressed board regarding Kayak Safety courses and Parking on S. Church Street.

No additional items were discussed.

There being no further business, there was a motion to adjourn by Alderman Payne with a second by Alderman Officer. All voted "Aye" by voice vote. Motion passed. The meeting was adjourned at 5:44 P.M.

Read and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Jeff Young, Mayor

ATTEST

\_\_\_\_\_  
Tonya R. Tindle, City Recorder

***AGENDA ITEM #2***

## ORDINANCE

<b>AN ORDINANCE TO ADOPT AN EMERGENCY OPERATIONS PLAN FOR THE CITY OF SPARTA, TENNESSEE.</b>	ORDINANCE # 22-945
	Requested By:
	Prepared By: Brad Hennessee, City Administrator
	Approved as to form and correctness:  _____
	(City Attorney)
	Passed 1 <sup>st</sup> Reading:                      April 7, 2022
	Passed 2 <sup>nd</sup> Reading:
Minute Book                                      Page	

**WHEREAS**, an Ordinance of the City of Sparta, Tennessee to adopt an Emergency Operations Plan for the City of Sparta, as attached hereto as Exhibit 1 and made a part of this Ordinance as fully as if copied herein verbatim; to provide that the policies and procedures contained in the said plan may further be amended; and to set the time for the Ordinance to become effective.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF SPARTA, TENNESSEE THAT:**

**SECTION I.** A new Emergency Operations prepared for the City of Sparta, Tennessee, embodying and containing an outline of a method of incident management called the Incident Command System (ICS) that includes a coordinated (multi-department and/or multi-agency) response to incidents beyond the scope of normal city operations in words and figures of the Emergency Operations Plan attached hereto as Exhibit 1 to this Ordinance and made part of this Ordinance as if copied herein verbatim and is hereby adopted.

**SECTION II.** The policies and procedures contained in said plan may be changed, altered, amended, deleted, modified, revoked, rescinded, or repealed by the Board of Mayor and Aldermen of the City of Sparta.

**SECTION II.** This Ordinance shall become effective from and after the publication of this Ordinance and/or its caption, the welfare of the City of Sparta requiring it.



Passed 1<sup>st</sup> reading \_\_\_\_\_ April 7 \_\_\_\_\_, 2022

Passed 2<sup>nd</sup> reading \_\_\_\_\_, 2022

Publication Date \_\_\_\_\_, 2022

**CITY OF SPARTA**

\_\_\_\_\_  
Jeff Young, Mayor

ATTEST:

\_\_\_\_\_  
Tonya R. Tindle, City Recorder

**CITY OF SPARTA, TENNESSEE**

**EMERGENCY OPERATIONS PLAN**

April, 2022

CITY OF SPARTA, TN.

EMERGENCY OPERATIONS PLAN

I. BASIC PLAN

A. PURPOSE

This document establishes a framework through which the City of Sparta, Tennessee may prevent or mitigate the impacts of, prepare for, respond to, and recover from a wide variety of disasters that could adversely affect the health, safety, or general welfare of the citizens and visitors of the City of Sparta. This emergency operations plan outlines a method of incident management called the Incident Command System (ICS) that includes a coordinated (multi-department and/or multi-agency) response to incidents beyond the scope of normal city operations. Provisions are made for the need for flexibility of direction, coordination, and method of operation to enable City Government to accomplish the following specific goals:

1. Minimize suffering, loss of life, personal injury and property damage resulting from hazardous and/or emergency conditions.
2. Minimize disaster related shortages and service system disruptions that would have an adverse impact on residents, visitors, and the local economy.
3. Provide immediate relief and promote short-range and long-range recovery.
4. Avoid or reduce loss of life and property damage resulting from disasters.
5. Comply with state and federal disaster assistance regulations.
6. Document all disaster related expenses to ensure the fullest possible recovery of funds in the event of a presidential declaration.

B. SCOPE

The City of Sparta Emergency Operations Plan:

1. Describes the various types of emergencies and disasters that may occur, and provides procedures for disseminating warning and for determining, assessing, and reporting the severity and magnitude of disasters.
2. Establishes the concepts under which local government will operate during emergencies by:
  - a. Defining the emergency role and function of City Government.
  - b. Defining the responsibilities of City Government officials.
3. Create a framework for expeditious, effective, and coordinated deployment of available resources.
4. Identifies functional responsibilities and actions required of City Government to obtain and implement assistance and relief on a county, state, and federal level, and those actions to be taken in identification, organization, and mobilization of resources necessary to assist the city before, during, and after an emergency.
5. Outlines the forms of recovery assistance available to individuals, businesses, and governments.

6. Creates a framework to promote pre- and post- disaster hazard mitigation efforts.

#### C. ASSUMPTIONS

1. The City has developed and will continue to update its emergency plans and possesses the capability to execute such plans.
2. Prediction and warning systems have been established which make it possible to anticipate some disaster situations that may affect the City.
3. The City has entered into mutual aid agreements with other local governments, special districts, and private organizations to assist during emergency operations.
4. White County and the State of Tennessee possesses expertise and resources including specific plans and procedures that may be utilized in relieving emergency or disaster-related problems that are beyond the capacity of the City.
5. Should city, county, and state resources prove inadequate to cope with disaster demands, the Governor will request federal assistance under a presidential declaration.
6. The City has adopted the Incident Command System as its response model for daily emergency operations through disaster response operations.

#### D. LOCATION

The City of Sparta is situated in Middle Tennessee in the foothills of the Cumberland Plateau. Sparta is the county seat of White County. The City comprises a total land area of 6.7 square miles and is home to a resident population of about 5,000.

#### E. SITUATION

The City of Sparta is exposed to the effects of many hazards, varying widely in type and magnitude. Emergency conditions could result from a number of natural phenomena such as earthquakes, tornadoes, floods, winter storms, drought, fires (both grass and structural), high winds, or a combination of the above. Apart from natural disasters, the City is exposed to technological hazards such as transportation accidents involving chemicals, oil, and other hazardous material spills, leaks, or pollution problems, dumping of hazardous wastes, building or bridge collapse, utility service interruptions, energy shortages, civil disturbances or riots, warfare, or a combination of the above. A detailed Hazard Analysis is provided in Appendix (A).

#### F. DEFINITIONS

1. **Emergency:** Means the occurrence or imminent threat of a condition, incident, or event that requires immediate response actions to save lives, prevent injuries, protect property, public health, the environment, and public safety; or to lessen or avert the threat of a disaster. At the Federal level, an emergency is defined by Title V of P.L. 93- 288, Section 102(1), as any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety. Title V includes the authority for the President to direct

federal agencies to provide emergency assistance to save lives and protect property and public health and safety for emergencies and other natural disasters. Under Title V, the President may direct the provision of emergency assistance either at the request of a Governor (Section 501(a)) or upon determination by the President that an emergency exists for which the primary responsibility for response rests with the United States (501(b)).

2. Disaster: The occurrence of widespread or severe damage, injury, loss of life or property, or such severe economic or social disruption that supplemental relief assistance is necessary for the city to recover and alleviate the damage, loss, hardship, or suffering caused thereby. At the federal level, as defined under P.L. 93-288, a disaster is any natural catastrophe, (including hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, landslide, mudslide, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of states, local governments, and disaster relief organizations.

3. Catastrophic Disaster: Although there is no commonly accepted definition of a catastrophic disaster, the term implies an event or incident, including acts of terrorism, which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response. For the purposes of this plan, a catastrophic disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on local and state response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects state, local, and private sector capabilities to begin and sustain response activities.

## II. ORGANIZATION

There are six (6) departments of City Government, organizationally configured as illustrated in Appendix (B).

## III. CONCEPT OF OPERATIONS

A. This is an Integrated Emergency Management Plan based on the principle that local government bears the initial responsibility for mitigation in emergency preparedness, response, and recovery. Only after city resources are depleted or prove to be inadequate should the City request relief from the next level of government. State assistance is supplied as deemed appropriate by the Governor and as provided in the State Emergency Management Plan.

B. When local and state resources are determined to be inadequate, the governor will request a presidential disaster declaration through the Federal Emergency Management Agency based on state and local damage assessment reports.

C. Phases of Emergency Management: There are four (4) distinct phases of Integrated Emergency Management. They include: hazard mitigation, preparedness, response, and recovery. Specifically, each is described as follows:

1. Hazard Mitigation:  
Actions taken to eliminate or reduce the degree of long-term risk to human life and property from natural and technological hazards.
2. Preparedness:  
Actions taken in advance of an emergency to develop operational capacities and facilitate an effective response in the event an emergency occurs.
3. Response:  
Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property, and enhance the effectiveness and speed of recovery.
4. Recovery:  
Activity initiated to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels.

IV. EXECUTION

A. ACTIVATION OF THE CITY PLAN

Upon activation of the plan by the Incident Commander, the City Administrator shall be notified to implement increased readiness procedures and such emergency response actions as might be necessary to ensure the protection of life and property. For the purposes of Integrated Emergency Management, the City will use the following terminology to describe its level of readiness: These readiness levels track those used by county and state government. In case of a Hazardous materials incident, the City Administrator along with the White County Emergency Management Director shall be notified.

B. OPERATING CONDITIONS (OPCONS)

These OPCONS increase the city's state of readiness on a scale from 5 to 1. Each OPCON level is declared when a pre-determined set of criteria has been met. The City Administrator will assign the appropriate OPCON level, based on the situation at any given time.

1. OPCONS for the City of Sparta shall be as follows:

OPCON LEVEL OF READINESS:

- |   |  |
|---|--|
| 5 | Day-to-Day Operations  |
| 4 | Potential emergency or disaster conditions are threatening and may require activation of the Emergency Operations Center (EOC) that will serve as Incident Command Post (ICP) for large or city-wide incidents or when multiple incidents occur within the city requiring individual |

Incident Command Posts the Emergency Operations Center will serve as the Area Command. Small or localized incidents will be managed from a single Incident Command Post near the scene.

- 3 Emergency or disaster conditions are possible. Activation of the Emergency Operations Center and implementation of the Emergency Operations Plan is required.
- 2 Emergency or disaster conditions are certain. Full activation of the Incident Command Post is required. Highest level of preparedness.
- 1 Emergency or disaster conditions are occurring. Emergency response activities are on-going.

2. The OPCON in effect will be that level of operational readiness or response appropriate to the emergency.

3. The following outline those minimum actions to be taken by the City Administrator or his designee, under a locally declared numerical OPCON or when the county or state government has notified the City that a numerical OPCON is in effect:

a. OPCON 4:

The City Administrator or his designee shall:

- (1) Continuously monitor the developing threat.
- (2) Review all pertinent operational readiness plans, policies, and procedures.
- (3) Conduct periodic situational briefings for designated personnel.
- (4) Ensure that all departmental personnel have been advised of the threat and have been placed in a "standby" status.
- (5) Recommend other necessary measures to ensure operational readiness.

b. OPCON 3:

The City Administrator or his designee shall:

- (1) Complete all OPCON 4 action items.
- (2) Prepare the Emergency Operations Center for activation.
- (3) Establish communications with all county/state/federal agencies; public utilities; and other agencies or organizations as appropriate to the developing situation.
- (4) Ensure the dissemination of warning information to the public.
- (5) Recommend other necessary measures to ensure operational readiness.

c. OPCON 2:

An Incident Commander will be established. If the County Emergency Operations Center is activated, the City Administrator will send a City representative to the County Emergency Operations Center. The Incident Commander will:

- (1) Complete all OPCON 3 action items.
- (2) Fully activate, provision, and staff the Incident Command Post.

- (3) Activate all appropriate emergency plans, functional annexes, and procedures.
- (4) Ensure the dissemination of threat, evacuation, shelter, and other information necessary for the protection of life and property.
- (5) Activate all mutual aid agreements.
- (6) Ensure the recall and deployment of department personnel.
- (7) Coordinate all emergency management activities with county/state/federal agencies; public utilities; and other organizations as appropriate to the developing situation.
- (8) Recommend the issuance of emergency proclamations, orders, and ordinances commensurate with the emergency or disaster.
- (9) Implement measures to ensure the greatest level of protection possible to public facilities.
- (10) Implement financial procedures to fully document all emergency preparation/response/recovery expenditures.
- (11) Recommend other measures to ensure operational readiness.

d. **OPCON 1:**

The Incident Commander will:

- (1) Complete all OPCON 2 action items.
- (2) Ensure the implementation of such measures as are necessary to protect life and property.
- (3) Or his designee, act as a liaison between the city and county/state/federal response agencies.
- (4) Function as the City's "Applicant Agent".
- (5) Direct all recovery activities.
- (6) Recommend other measures to facilitate the expenditures and complete recovery of the community.

All personnel are reminded that in many cases the City may have to respond to a disaster without any advance warning and that internal operation plans need to include this flexibility.

**C. ENACTMENT OF EMERGENCY ORDINANCES**

Upon the recommendation of the City Administrator, the City Council may enact emergency ordinances necessary to respond to the emergency or disaster. These ordinances shall indicate the nature of the emergency or disaster; specify the impacts on the City; and outline those measures to be implemented to preserve the public safety and welfare and protect property. Copies should be distributed to White County Emergency Management Agency, Tennessee Emergency Management Agency, and be given the widest possible dissemination to ensure full public notification.



## V. RESPONSIBILITIES

### A. GENERAL

Appointed City officials share responsibility for the planning necessary to minimize losses and provide relief from disasters. This shared responsibility includes activities to ensure mitigation, preparedness, response, and recovery.

### B. CITY GOVERNMENT

City Government should be prepared to:

1. Direct and control local response from a wide variety of emergencies.
2. Provide immediate response through local resources and personnel.
3. Establish readiness procedures that ensure proper training, notification of personnel and the availability of personnel, material, and equipment in an emergency.
4. Establish and activate mutual aid agreements when specific aid is needed.
5. Request assistance from state and federal government when: (1) local resources are fully committed and found to be inadequate and/or (2) a particular capability is required, but not available locally.
6. Participate in state and federal efforts to accomplish post-disaster hazard mitigation plans and studies.

### C. CITY ADMINISTRATOR

The City Administrator or his designee(s) in an effort of disaster mitigation, preparedness, response and recovery shall:

1. Suspend the provision of any city ordinance prescribing the procedures for conduct of city business if strict compliance with the provision prevents, hinders, or delays necessary actions in coping with the emergency.
2. Use all the resources of the city as necessary to cope with the emergency.
3. Transfer the direction, personnel, or functions of city departments or divisions for the purpose of performing or facilitating emergency operation.
4. Receive, review, and approve departmental emergency operations plans.
5. Establish a NIMS compliant system for reporting, analyzing, displaying, and disseminating emergency information.
6. Establish procedures to document recovery efforts and expenses and act as the City's applicant agent in accordance with state and federal disaster assistance programs.
7. Identify critical areas of loss, perform damage assessments/surveys, coordinate and communicate with insurance representatives and representatives of state and other local authorities.
8. Coordinate evacuation operations.
9. Coordinate warning operations.
10. Coordinate military assistance.
11. Monitor local shelter operations and occupancy levels of critical facilities.

12. Monitor developing threat and conduct situational briefings for designated personnel.
13. Augment Incident Command Operations.

## VI. RESPONSIBILITIES AND TASKS

### A. INCIDENT COMMANDER

The Incident Commander's (IC) responsibility is the overall management of the incident/event. On most incidents, a single Incident Commander carries out the command activity. The Incident Commander is selected by qualification and experience. The Incident Commander may have a deputy, who must have the same qualification as the person for whom they work, as they must be ready to take over that position at any time. The major responsibilities of the Incident Commander are:

1. Assess the situation and/or obtain a briefing from the prior Incident Commander.
2. Determine the Incident's Objectives and Strategy.
3. Establish the immediate priorities.
4. Brief Command Staff and Section Chiefs.
5. Review meetings and briefings.
6. Establish an appropriate organization.
7. Ensure planning meetings are scheduled as required.
8. Approve and authorize the implementation of an Incident Action Plan.
9. Ensure that adequate safety measures are in place.
10. Coordinate activity for Command and General Staff.
11. Coordinate with key people and officials.
12. Approve requests for additional resources or for the release of resources.
13. Keep Agency administrators informed of incident status.
14. Approve the use of trainees, volunteers, and auxiliary personnel.
15. Authorize the release of information to the news media.
16. Ensure incident status summary is completed.
17. Order the demobilization of the incident when appropriate.

### B. PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) (if one is assigned by the Incident Commander), shall be the Mayor or his designee. The Public Information Officer (PIO) is responsible for developing and releasing information about the incident the news media, to incident personnel, and other appropriate agencies and organizations. The major responsibilities of the Public Information Officer are:

1. Determine from the Incident Commander if there are any limits on information release.
2. Develop material for use in media releases.
3. Obtain Incident Commander approval of media releases.
4. Inform media and conduct media briefings.
5. Arrange for tours and other interviews or briefings that may be required.
6. Obtain media information that may be useful to incident planning.

7. Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.
8. Maintain unit activity log.

#### C. LIAISON OFFICER

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. The Liaison Officer is assigned to the incident to be the contact for assisting and/or cooperating Agency Representatives. The major responsibilities of the Liaison Officer are:

1. Be a contact point for Agency Representatives.
2. Maintain a list of assisting and cooperating agencies and their representatives.
3. Assist in establishing and coordinating interagency contacts.
4. Keep agencies supporting the incident aware of incident status.
5. Monitor incident operations to identify current or potential inter-organizational problems.
6. Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.

#### D. SAFETY OFFICER

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. The major responsibilities of the Safety Officer are:

1. Participate in planning meetings.
2. Identify hazardous situations associated with the incident.
3. Review the Incident Action Plan for safety implications.
4. Exercise emergency authority to stop and prevent unsafe acts.
5. Investigate accidents that have occurred within the incident area.
6. Assign assistants as needed.
7. Review and approve the medical plan.
8. Develop the site safety plan and publish site safety plan summary.
9. Maintain Unit/Activity Log.

#### E. OPERATIONS SECTION CHIEF

The Operations Section Chief is responsible for the management of all operations directly applicable to the primary mission. The major responsibilities of the Operations Section Chief are:

1. Develop operations portion of the Incident Action Plan.
2. Brief and assign Operations Section personnel in accordance with the Incident Action Plan.
3. Supervise Operations Section.
4. Determine need and request additional resources.
5. Review suggested list of resources to be released and initiate recommendation for release of resources.

6. Assemble and Disassemble strike teams assigned to the Operations Section.
7. Report information about special activities events, and occurrences to the Incident Commander.
8. Maintain Unit/Activity Log.

**F. PLANNING SECTION CHIEF**

The Planning Section Chief is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Information is needed to: 1) understand the current situation, 2) predict the probable course of incident events, and 3) prepare alternative strategies for the incident. The major responsibilities of the Planning Section Chief are:

1. Collect and process situation information about the incident.
2. Supervise preparation of the Incident Action Plan.
3. Provide input to the Incident Commander and Operation Section Chief in preparing the Incident Action Plan.
4. Chair planning meetings and participate in other meetings as required.
5. Assign available personnel to Incident Command System organizational positions as appropriate.
6. Establish information requirements and reporting schedules for Planning Section Units.
7. Determine the need for any specialized resources in support of the incident.
8. If requested, assemble and disassemble Strike Teams and Task Forces not assigned to Operations Section Chief.
9. Establish special information collection activities as necessary (e.g., weather, environmental, toxic, etc.)
10. Assemble information on alternative strategies.
11. Provide periodic predictions on incident potential.
12. Report any significant changes in incident status.
13. Compile and display incident status information.
14. Oversee preparation and implementation of Demobilization Plan.
15. Incorporate plans (e.g., Traffic, Medical, Communications, Site Safety) into the Incident Action Plan.
16. Maintain Unit/Activity Log.

**G. LOGISTICS SECTION CHIEF**

The Logistics Section Chief is responsible for providing facilities, services, and material in support of the incident. The major responsibilities of the Logistics Section Chief are:

1. Plan the organization of the Logistics Section.
2. Assign work locations and tasks to section personnel.
3. Notify the Resource Unit of the Logistics Section Units activated and the names of assigned personnel.
4. Assemble and brief Branch Directors and Unit Leaders.
5. Participate in preparation of the Incident Action Plan.
6. Identify service and support requirements for planned and expected operations.
7. Provide input to and review the Communication Plan, Medical Plan, and Traffic Plan.

8. Coordinate and process requests for additional resources.
9. Review the Incident Action Plan and estimate Section needs for the next operational period.
10. Advise on current service and support capabilities.
11. Prepare service and support elements of the Incident Action Plan.
12. Estimate future service and support requirements.
13. Receive incident Demobilization plan from the Planning Section.
14. Recommend release of Unit resources in conformity with Incident Demobilization Plan.
15. Maintain Unit/Activity Log.

#### H. FINANCE/ADMINISTRATION SECTION CHIEF

The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident. The major responsibilities of the Finance/Administration Chief are:

1. Attend planning meetings as required.
2. Manage all financial aspects of an incident.
3. Provide financial and cost analysis information as requested.
4. Gather pertinent information from briefings with responsible agencies.
5. Develop the operating plan for the section.
6. Meet with assisting and cooperating agency representatives as needed.
7. Ensure that all personnel time records are accurately completed and processed.
8. Provide financial input to demobilization planning.
9. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
10. Maintain Unit Activity Log.

#### I. DEPARTMENT DIRECTORS

City Department Heads are responsible for emergency operations within their departments as follows:

1. General
  - a. Continuing to perform routine day-to-day departmental tasks as needed.
  - b. Providing departmental technical/operational response to disasters.
  - c. Developing, maintaining, and exercising plans for performance of the disaster functions assigned to that department in this plan.
  - d. Providing Incident Command Post representation as required in this plan or as required by the City Administrator.
2. Specific
  - a. Legal Department
    1. Provide legal advice to members of the City Council, City Administrator, and City Staff.

2. Prepare emergency ordinances, proclamations, etc., as necessary.
- b. Public Information Officer
1. Provide direction and control of public information through the preparation and release of official information and statements by and for City officials.
  2. Provide response to inquiries by media representatives and official visitors.
  3. Provide referral service for inquiries regarding missing persons, availability of assistance to disaster victims, and other related information.
  4. Provide technical coordination with the commercial broadcast media. Augment warning systems.
- c. Police Department
1. Provide law enforcement services.
  2. Provide warnings/evacuations.
  3. Provide communications.
  4. Provide traffic management.
  5. Augment search and rescue.
  6. Augment recovery and identification of victims.
- d. Fire Department
1. Provide fire service.
  2. Provide emergency medical services.
  3. Provide search and rescue.
  4. Provide recovery and identification of victims.
  5. Provide radiological hazard assessment and establishes measures to mitigate effects.
  6. Augment evacuation.
  7. Augment warning systems.
  8. Provide set-up of Family Emergency Shelters and Emergency Management Systems.
- e. Public Works Department
1. Provide debris removal and clearing of rights-of-way.
  2. Assist in repair/restoration of water/sewer utility service.
  3. Provide heavy equipment resources.
  4. Provide the coordination of utility restoration.
  5. Provide the coordination of emergency transportation assets.
  6. Augment engineering services.
  7. Augment search and rescue.
  8. Augment damage assessments/surveys.
  9. Augment fire service operations.
  10. Augment traffic control.
  11. Manage mutual aid sector.

- f. **Electric Department**
  - 1. Complete a wire down survey operation.
  - 2. Provide clearing of rights-of-way of electric lines.
  - 3. Repair/restoration of electric service.
  - 4. Provide response to inquiries regarding service restoration.
  - 5. Provide referral of life-support customers to appropriate departments.
  - 6. Augment engineering services.
  - 7. Augment damage assessments/surveys.
  - 8. Augment traffic control.
  
- g. **Civic Center**
  - 1. Provide emergency shelter. (Recovery phase only)
  - 2. Provide emergency mortuary facility.
  - 3. Provide set-up of auxiliary Emergency Operations Center.
  - 4. Augment recovery and identification of victims.
  
- h. **Administration/Finance Department**
  - 1. Provide accounting and financial services for receipt and disbursement of emergency funds. Provide information systems back-up and support.
  - 2. Provide and develop procedures for the procurement and availability of supplies, equipment, and materials.
  - 3. Maintain a list of critical resource vendors.
  - 4. Augment Incident Command Post operations.
  
- i. **Human Resources Department**
  - 1. Provide coordination of volunteer resources.
  - 2. Augment Incident Command Post operations.
  
- j. **Codes Department**
  - 1. Provide damage assessment/survey.
  - 2. Provide documentation for FEMA Flood Insurance Program.
  - 3. Provide condemnation of damaged structures.
  - 4. Augment coordination of utility coordination.
  - 5. Augments coordination of access to damaged structures.
  - 6. Augment warning systems.
  - 7. Augment evacuation.
  - 8. Augment coordination with White County Building Codes Department.
  - 9. Augment Incident Command Post operations.

## VII. DIRECTION AND CONTROL

A. It is provided that this plan:

Is the official Emergency Management Plan for the City of Sparta governing all emergency operations.

B. Line of Succession:

"Emergency Interim Executive and Judicial Succession" references government succession on a local level. City of Sparta Ordinances provide for an orderly succession should any elected/appointed official become unavailable.

C. Preservation of Records:

It is the responsibility of all local officials to ensure that all public records under their control are preserved and protected in accordance with state and local laws. Examples include: ordinances, resolutions, deeds, tax records, building permits, city council meetings, etc.

D. Emergency Operations Center:

During a state of emergency, the City of Sparta provides direction and control from the primary Emergency Operations Center, which is the Sparta City Hall located at 6 Liberty Square, Sparta. Staff members assigned duty in the Emergency Operations Center during emergency operations are designated in Appendix (C).

E. Alternate Emergency Operations Center:

Should relocation of the Emergency Operations Center be necessary, the alternate Emergency Operations Center is the Sparta Civic Center located at 514 E. Bockman Way, Sparta.

F. Relief Assistance:

In the event of a disaster, the City Administrator is responsible for the direction and support of all disaster relief activities.

G. Consumer Protection:

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the City Legal Department.

H. Use of local firms:

When disaster assistance activities are carried out by contract or agreement with private contractors, firms, or individuals, preference will be given to the extent feasible and practical, to contractors, firms, or individuals residing or doing business primarily within the city limits.

## VIII. PLAN DEVELOPMENT, MAINTENANCE, AND EXECUTION

A. The City Administrator has the overall responsibility for emergency planning, coordination of resources, and the conduct of disaster assistance and recovery activities.



B. City Department Heads have the responsibility for maintaining internal plans, Standard Operating Procedures, and resource data to ensure prompt and effective disaster response.

C. All departments are responsible for the development and maintenance of their respective segment of the plan.

D. The City Administrator will maintain and update this plan as required. Other City officials should recommend changes at any time and provide updated information as to changes in personnel, resources, or assignment of responsibilities.

E. The plan will be executed upon order of the City Administrator or his designee.

F. This plan applies to all elements of city government whether legislative, appointed, or volunteer.

G. For training purposes and exercises, the City Administrator may activate this plan to ensure readiness posture.

IX. Hazard Analysis -- Appendix A

X. Emergency Operations Center Personnel - Appendix B

XI. City Emergency Phone List – Appendix C

## **Appendix A**

### **Hazard Analysis**

Risks from natural hazards are a combination of hazard, vulnerability, and exposure. The risk assessment process measures the potential loss to a community, including the loss of life, personal injury, property damage, and economic injury resulting from a hazard event. The risk assessment process allows a community to better understand its potential risk and associated vulnerability to natural hazards. This information provides the framework for a community to develop and prioritize mitigation strategies and plans to help reduce both the risk and vulnerability from future hazard events. Risks from human caused hazard events are very similar to natural hazards except for the issue of human intent or error, in the case of terrorist events, or human-caused accidents respectively. Intent, capacity, and technological sophistication limit most terrorist events, whereas human-caused accidents normally can be predicted in concert with the level and type of human activity. The risk assessment for the City of Sparta was based on the following four step process:

- 1) Identify Mitigation
- 2) Preparedness
- 3) Response
- 4) Recovery

Existing and planned mitigation measures such as building codes, fire codes, land use regulations, fire management plan, and floodplain management regulations were analyzed in conjunction with County and City plans. The risk assessment for this plan covers the entire geographical extent of the City of Sparta.

#### **Hazard Identification:**

The Natural Hazards identified and investigated for the City of Sparta include:

- Fire (Grass and Commercial)
- Floods
- Dam Failure
- Earthquakes
- Agricultural Hazards
- Natural Health Hazards
- Severe Weather
- Heavy Rain/Thunderstorm/Wind/Tornadoes/Lightning/Hailstorm
- Snow and Ice
- Drought

## Human-Caused Hazards

### Hazardous Materials-

The potential for a hazardous materials incident: Hazardous materials incidents may occur anywhere and anytime in the City of Sparta. The potential for a hazardous materials incident within the City of Sparta depends on the volume, distribution, and/or use of chemicals and other hazardous substances in a particular area. An assessment of the known hazardous material threats within the City of Sparta has been developed. In general, the likelihood of a hazardous materials incident is greatest in the following areas:

### Transportation Routes -

Highways, railways, and commercial constitute a major threat because of the multitude of chemicals and hazardous substances transported along them.

### Business and Industry -

The manufacturing and light industrial firms located in portions of the city offer the potential for hazardous materials incidents.

### Agricultural -

Accidental releases of pesticides, fertilizers, and other agricultural chemicals may be harmful to human health, property, and the environment.

### Illegitimate Business -

Illegitimate businesses, such as clandestine drug laboratories, are a significant threat to human health, property, and the environment. In many instances, the residue is discharged into the public sewer or private sewage disposal system, or is dumped in remote areas or along the side of the road, posing a serious health threat to the unsuspecting person who stumbles across it.

### Arson and Commercial Fires -

Arson and/or commercial fires will continue to remain as serious threats to the commercial and business vitality of the City of Sparta's developed commercial areas. Enforcement of the City's building, hazardous materials, and fire codes will greatly mitigate against future losses of this type. A commercial fire within the business district of Sparta would result in serious losses of sales inventory, sales tax, property tax reduction, loss of employment, and/or loss of life. Secondary effects could be felt in the vibrancy of related businesses. In a worst-case scenario, multiple businesses, could be involved, as well as the loss of housing stocks that are sometimes found as "over the store" units.

As development occurs along identified trends, there will be an increasing potential loss due to hazmat issues. As would be expected, future development is largely now in areas now served by state highways.

The City of Sparta can reasonably expect that airborne hazards arriving by winds and atmospheric conditions could potentially be a health threat. While the City of Sparta and its public entities have been aggressive in reducing locally generated particulate material in the atmosphere (dust, smoke), increased

traffic will add to airborne pollution. Burn restrictions and cleaner burning wood stoves will continue to be the most effective mitigation methods available, as well as rigorous enforcement on dust control procedures will lessen the impact of dust particulates.

**SUMMARY HAZARD ANALYSIS: CITY OF SPARTA**

HAZARD	ESTIMATED FREQUENCY	EXPECTED SEVERITY
FIRE	Low	Moderate
ARSON	Low	Moderate
HAZ/MAT INCIDENT	Low	Low
EARTHQUAKE	Rare	Low
SNOWSTORM	Low	Low
TORNADO	Low	Moderate/Severe
FLOODS	Low	Low
TERRORISM	Rare	Low
AIRBORNE	Low	Low

**Appendix B**

**Emergency Operations Center Personnel**

There are Six (6) Departments of City Government organizationally configured as follows:

- Administration
- Police
- Fire
- Public Works
- Electric
- Codes

Personnel should adhere to their department's internal emergency operations plan and report to their assigned emergency operations post. It should be understood that emergency conditions may dictate a restructuring of personnel deployment plans. Therefore, each department is cautioned to ensure the needed flexibility is incorporated into its personnel assignments.

**Appendix C**

City of Sparta Emergency Phone List - See Attached

***AGENDA ITEM #3***

**AMENDMENT #1 TO EXTEND TERM OF AGREEMENT  
BETWEEN WATER LEAK RELIEF, LLC AND THE CITY OF SPARTA**

The agreement between Water Leak Relief, LLC and the City of Sparta dated the 1<sup>st</sup> day of June, 2021 is hereby amended to extend the term and lock in the service rates as follows:

**Section D. Term** The term of the agreement shall be extended until the 31<sup>st</sup> day of May, 2024. The initial water/sewer leak relief service rates and service limits shall remain in effect and shall not change during the amended term of this agreement unless mutually agreed upon by both parties in writing.

All other portions of the agreement are unaffected by this amendment and shall remain in full force and effect.

**EXECUTED**, in duplicate, on the \_\_\_\_ day of \_\_\_\_\_, 2022.

**CITY OF SPARTA**

By: \_\_\_\_\_  
Jeff Young, Mayor

ATTEST:  
(Duly approved by the Board of Mayor and Aldermen of the  
City of Sparta on the \_\_\_\_ day of \_\_\_\_\_, 2022)

\_\_\_\_\_  
City Clerk,

**WATER LEAK RELIEF, LLC  
(SERVICER)**

By: \_\_\_\_\_  
Josh Stone  
Vice-President

## Brad Hennessee

---

**From:** Tonya Tindle  
**Sent:** Monday, April 4, 2022 8:55 AM  
**To:** Brad Hennessee; Belva Bess  
**Subject:** FW: Water Leak Relief, LLC & City of Sparta Contract Extension  
**Attachments:** Contract Extension Amendment #1-Sparta.pdf

FYi

---

**From:** Ben Whitson <ben@waterleakrelief.com>  
**Sent:** Monday, April 4, 2022 8:41 AM  
**To:** Tonya Tindle <t.tindle@spartatn.gov>  
**Subject:** Water Leak Relief, LLC & City of Sparta Contract Extension

**[EXTERNAL EMAIL]** CAUTION: This is an external email that originated from outside our email system. Do not click links or open attachments unless you recognize and trust the sender. If in doubt, call sender at a number you already know before clicking links or attachments.

Good Morning Tonya,

I was reviewing our upcoming contract maturities this morning and noticed Sparta was coming due at the end of May. I'm attaching an amendment to the original contract that simply extends the term for two years. Nothing else will change...all pricing and terms and conditions will remain exactly the same.

I believe Sparta's original term was only one year. We normally do two year terms. Please let me know if there will be any issues with the two year extension.

I am happy to come down and discuss the extension with you or the City Manager prior to having the extension approved. If you need to discuss this prior to any vote please let me know.

Thanks  
Ben

### Ben Whitson

General Manager



231 E. First St, Suite 102

Crossville, TN 38555

Cell: 931-267-6787

Office: 855-426-7655

Fax: 931-313-9014

***AGENDA ITEM #4***





**SUPPLY CO., Inc.**

WATER SEWER & GAS SUPPLIES  
SIGN & SAFETY SUPPLIES

P.O. Drawer 459 - 1105 State Route 77  
Atwood, TN 38220  
(731) 662-7193 or (800) 238-3836

# QUOTATION

Order Number	
1900816	
Order Date	Page
04/13/2022 10:05:23	1 of 1

**Bill To:**

CITY OF SPARTA WATER & SEWER  
P.O. BOX 468  
SPARTA, TN 38583

**Ship To:**

CITY OF SPARTA WATER & SEWER  
545 E. BOCKMAN WAY  
SPARTA, TN 38583

(931) 738-2281

Customer ID: 1388

PO Number			Ship Route	Taker			
			UTLY	GMCCLAIN			
Quantities			Status Key	Item ID Item Description	Unit Size	Unit Price	Extended Price
Ordered	Remaining	Status of Balance	B = Backorder D = Direct C = Canceled				

*Customer Note:* NO DELIVERIES BETWEEN 12 - 1 OR  
AFTER 3:30

200	200			PPD02US-PP-0607 5/8X3/4 ZENNER WATER METER - US GAL POLY TOP, POLY BOTTOM SERIAL#	EA	58.3700	11,674.00
-----	-----	--	--	---	----	---------	-----------

Total Lines: 1

**SUB-TOTAL:** 11,674.00  
**TAX:** 0.00  
**AMOUNT DUE:** 11,674.00  
*U.S. Dollars*

All returns may be subject to a manufacturers re-stocking charge. All custom or non-stock items are non-returnable.

***AGENDA ITEM #5***

CITY OF SPARTA

APPLICATION FOR PARADE PERMIT

received  
4-1-22

NOTE: A bond in the amount of \$250 must be posted at City Hall before a parade permit will be issued.

Team Danni - Dish for Danni - 5K  
 Name of person or organization conducting parade.

224 W Rockman Way Sparta TN 38583 Telephone 931-256-7664  
 Address / City, State, ZIP

Danni Aubreyger  
 Name of parade chairman or person responsible for parade conduct.

604 Indian Cir Sparta TN 38583 Telephone 931-256-7664  
 Address / City, State, ZIP

Requested parade date August 20, 2022

Starting time 8am - 10am Ending time 11am

Description of route to be traveled including starting and termination points Start @ WCHS track  
travel ~~road~~ Churchill (turns into Sewell) to Spring St to Turntable  
to Allen Dr to Polk St to Moore St to Ben Lomand Dr to  
Hampton Dr to Cedar to Churchill & return to WCHS track

Approximate number of persons, vehicles, animals, etc. that will participate in the parade \_\_\_\_\_  
this is a 5k & registration will open. In the past we  
have had 50+ participants

Number of lanes to be occupied in the streets proposed to be used by the parade \_\_\_\_\_  
shoulder of roadways

Location and time of any parade assembly areas WCHS track

Set up begins @ 7am. Registration opens @ 8am. Run will begin @ 8:30am

Interval between parade units runners + walkers will proceed @ their own speed.

Will the parade be held on behalf of any person or organization other than the applicant? no

If so, has that person or organization consented to the parade? \_\_\_\_\_

Have you (the applicant) ever been convicted of a previous violation of the Sparta Parade ordinance? YES  NO

If "Yes" explain. \_\_\_\_\_

D. A. [Signature]  
Applicant

11-1-22  
Date

**For City use only. DO NOT WRITE IN THIS SPACE.**

4/1/2022 Date received at City Hall

Bond Posted: YES  NO

Action recommended by City Administrator ..... Approved  Denied

Action recommended by Police Chief [Signature] ..... Approved  Denied

\_\_\_\_\_ Date application considered by Board

Action recommended by Board ..... Approved  Denied