



BOARD OF MAYOR AND ALDERMEN MEETING AGENDA

September 25, 2025 - 5:30 P.M.
City Hall, 100 Main Street E.

1. Call to Order
2. Invocation/Moment of Silence
3. Pledge of Allegiance
4. Roll Call
5. Welcome from the Mayor
6. Approval and/or Correction of the minutes of the Board of Mayor and Aldermen Meeting dated August 28, 2025, monthly financial report, and department reports.
7. Visitors' Comments:
8. Old Business:
 - A. DISCUSSION AND CONSIDERATION: WWTP Improvements Phase 1B- Bids and Budget
 - B. DISCUSSION AND CONSIDERATION: Resolution 25-658- Amendment to Personnel Policies and Procedures
9. New Business:
 - A. DISCUSSION AND CONSIDERATION: Resolution 25-659- Annual Performance Review of Town Administrator/Manger and Modification of Employment Agreement
 - B. DISCUSSION AND CONSIDERATION: Memorandum of Understanding between BAE Systems and Town of Mount Carmel, TN Fire Department
 - C. DISCUSSION AND CONSIDERATION: Surplus of Fire Department Vehicle
10. Board Comments: Mayor, Vice-Mayor, Aldermen, Staff Comments: City Manager, Asst. City Manager, City Attorney
11. Adjourn



TOWN OF MOUNT CARMEL

BOARD OF MAYOR AND ALDERMEN MEETING MINUTES

A regularly scheduled meeting of the Town of Mount Carmel, Tennessee Board of Mayor and Aldermen was held at Town of Mount Carmel City Hall, 100 East Main Street, on August 28, 2025, at 5:30 p.m.

CALL TO ORDER

5:30 pm by Mayor John Gibson

INVOCATION AND PLEDGE OF ALLEGIANCE

Led by Vice-Mayor Bare and Alderman Binstock

ROLL CALL:

BMA	Present	Absent	City Administration Present
Alderman Darby Patrick	✓		Jim Stables, City Manager
Alderman James Cross	✓		Allen Coup, City Attorney
Alderman Mindy Shugart		✓	Tyler Williams, Asst. City Manager/CFO/Recorder
Alderman Philip Binstock	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

WELCOME FROM THE MAYOR

Mayor Gibson welcomed everyone

EMPLOYEE RECOGNITION

Carl Calton for 30 years of service in Public Works (August 30, 1995)

APPROVAL and/or correction of the July 24, 2025, Board of Mayor and Aldermen meeting minutes, departmental and financial reports.

Motion: Vice-Mayor Bare

Second: Alderman Cross

Approved: All present voting in favor

VISITOR COMMENTS

Lynne Binstock- thanked the BMA for working to address speeding issues.

OLD BUSINESS

A. SECOND READING: Ordinance 25-542: Municipal Court Costs

Motion: Alderman Binstock

Second: Vice-Mayor Bare

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart			Absent
Alderman Philip Binstock	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: Amendment to Personnel Policies and Procedures (Rev. 2025). Regarding holidays, replace Juneteenth with National Election Day.

Motion: Alderman Gilliam

Second: Alderman Cross

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart			Absent
Alderman Philip Binstock	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare		✓	
Mayor John Gibson		✓	

B. DISCUSSION AND CONSIDERATION: Resolution 25-655 Fees, Fines, Rates, & Costs

Motion: Alderman Binstock

Second: Alderman Patrick

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart			Absent
Alderman Philip Binstock	✓		

Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

C. DISCUSSION AND CONSIDERATION: Resolution 25-656 Participation in Public Entity Partners Property Conservation Grant

Motion: Alderman Binstock

Second: Alderman Patrick

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart			Absent
Alderman Philip Binstock	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

D. DISCUSSION AND CONSIDERATION: Resolution 25-657 Participation in National Opioid Settlement

Motion: Alderman Binstock

Second: Vice-Mayor Bare

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart			Absent
Alderman Philip Binstock	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

E. DISCUSSION AND CONSIDERATION: Acceptance of Bid for FY26 Street Paving- Glass Machinery & Excavation, Inc.

Motion: Alderman Binstock

Second: Vice-Mayor Bare

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman James Cross	✓		

Alderman Mindy Shugart			Absent
Alderman Philip Binstock	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

F. DISCUSSION AND CONSIDERATION: Acceptance of Bid for Fire/Police Parking Lot Paving-
Watts Paving & Maintenance, Inc.

Motion: Alderman Binstock

Second: Vice-Mayor Bare

	AYES	NAYS	OTHER
Alderman Darby Patrick	✓		
Alderman James Cross	✓		
Alderman Mindy Shugart			Absent
Alderman Philip Binstock	✓		
Alderman Jim Gilliam	✓		
Vice-Mayor Jim Bare	✓		
Mayor John Gibson	✓		

G. DISCUSSION AND CONSIDERATION: Acceptance of Bid for WWTP Improvements Phase 1B-
Morgan Contracting, Inc.

Item withdrawn from agenda due to bid being over budget.

ADJOURN

Motion: Alderman Binstock at **6:19 P.M.**

Second: Vice-Mayor Bare

Approved: *All present voting in favor*

Approve: _____
John Gibson, Mayor

Attest: _____
Tyler Williams, City Recorder



FINANCIAL REPORT

TOWN OF MOUNT CARMEL, TN

Month ending 08/31/2025

<u>GENERAL FUND:</u>	<u>BALANCE:</u>
Checking Account (First Horizon)	\$563,480.44
LGIP Investment Account	\$6,500,748.98
Capital Outlay Savings (First Horizon)	\$101,667.01
TOTAL:	\$7,165,896.43

<u>DRUG FUND:</u>	<u>BALANCE:</u>
Drug Fund Checking (First Horizon)	\$15,615.11
Special Drug Fund (First Horizon)	\$0.00
TOTAL:	\$15,615.11

<u>SEWER FUND:</u>	<u>BALANCE:</u>
Checking Account (First Horizon)	\$780,961.50
Savings/Bond Reserve 2014 (First Horizon)	\$106,419.45
Savings/Sewer Savings 2014 (First Horizon)	\$35,097.58
LGIP Investment Account	\$502,637.09
TOTAL:	\$1,425,115.62

GRAND TOTAL CASH ON HAND:	\$8,606,627.16
---------------------------	----------------

Current Savings Rate: 3.20%

Current LGIP Rate: 4.27%

Fund : 110	General Fund		Total Estimated	MTD Realized	YTD Realized	Monthly Comparative	
						Unrealized	% Unrealized
31100	Property Taxes (Current)		1,542,140.00	(8,888.97)	(11,978.97)	1,530,161.03	99.22%
31200	Property Taxes (Prior Years)		40,000.00	0.00	0.00	40,000.00	100.00%
31300	Interest, And Court Cost On Prop Tax		3,500.00	(88.00)	(260.00)	3,240.00	92.57%
31610	Local Sales Tax		800,000.00	(59,912.50)	(117,127.01)	682,872.99	85.36%
31710	Wholesale Beer Tax		55,000.00	(3,707.74)	(7,595.91)	47,404.09	86.19%
31912	Cable TV Franchise Tax		60,000.00	(12,320.32)	(12,320.32)	47,679.68	79.47%
32200	Alcoholic Beverage Licenses		500.00	0.00	(250.00)	250.00	50.00%
32610	Building Permits		8,500.00	(1,845.10)	(4,649.45)	3,850.55	45.30%
33110	Community Development Grants		420,000.00	0.00	0.00	420,000.00	100.00%
33120	FEMA Hazard Mitigation Grant		210,000.00	0.00	0.00	210,000.00	100.00%
33190	HOME Grant Revenue		130,000.00	0.00	0.00	130,000.00	100.00%
33191	Postal Contract		22,500.00	(1,878.25)	(3,756.50)	18,743.50	83.30%
33410	State Supplement Pay		4,800.00	0.00	0.00	4,800.00	100.00%
33423	STATE LPRF GRANT		200,000.00	0.00	0.00	200,000.00	100.00%
33429	GHSO HI VISABILITY FY20-21		10,000.00	(895.86)	(895.86)	9,104.14	91.04%
33510	State Sales Tax		689,000.00	(60,710.94)	(121,195.65)	567,804.35	82.41%
33530	State Beer Tax		2,400.00	0.00	0.00	2,400.00	100.00%
33551	State Street Aid Revenue		162,000.00	(13,659.94)	(28,144.74)	133,855.26	82.63%
33552	State Gasoline Tax		38,000.00	(3,113.28)	(6,485.81)	31,514.19	82.93%
33558	Transportation Modernization		2,500.00	(243.35)	(494.59)	2,005.41	80.22%
33591	Tva Payments In Lieu Of Taxes		68,000.00	0.00	0.00	68,000.00	100.00%
33592	Sportsbetting		10,000.00	(2,744.92)	(2,744.92)	7,255.08	72.55%
33710	Grants From County Governments		20,000.00	0.00	0.00	20,000.00	100.00%
33711	Grant from County		5,000.00	0.00	0.00	5,000.00	100.00%
33719	Library Donations		500.00	0.00	0.00	500.00	100.00%
33720	Fire Department Revenue		10,000.00	0.00	0.00	10,000.00	100.00%
33721	Police Department Revenue		500.00	0.00	(3,000.00)	(2,500.00)	-500.00%
34310	State Highway Contract		33,000.00	0.00	0.00	33,000.00	100.00%
34320	E TICKET CITATION FEE		800.00	0.00	0.00	800.00	100.00%
34510	Animal Control - Charges For Services		50.00	0.00	0.00	50.00	100.00%
35110	City Court Fines And Costs		50,000.00	(3,645.61)	(6,789.85)	43,210.15	86.42%

Template Name: LGC Statement of Revenues
Created by: LGC

Town of Mount Carmel
Statement of Revenues - City
August 2025

User: Tyler Williams
Date/Time: 9/19/2025 12:18 PM
Page 2 of 4

Fund : 110	General Fund	Monthly Comparative				
		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
35112	Redflex Photo Speed Enforcement	25,000.00	(399.74)	(703.78)	24,296.22	97.18%
35160	County Court Fines And Costs	1,000.00	0.00	0.00	1,000.00	100.00%
36100	Interest Earnings	300,000.00	(24,921.52)	(50,292.68)	249,707.32	83.24%
36330	Sale Of Equipment	0.00	(54.00)	(54.00)	(54.00)	No Budget
36990	Miscellaneous Revenues	45,000.00	(414.68)	(1,754.90)	43,245.10	96.10%
36991	Telecommunications Revenue	1,450.00	(127.78)	(261.15)	1,188.85	81.99%
Total For Fund: 110		4,971,140.00	(199,572.50)	(380,756.09)	4,590,383.91	92.34%

Fund : 127 Drug Fund		Monthly Comparative		
		Total Estimated	MTD Realized	YTD Realized
35140	Drug Related Fines	1,000.00	0.00	0.00
35200	Drug Contributions	36,500.00	0.00	0.00
Total For Fund: 127		37,500.00	0.00	37,500.00
				100.00%

Fund : 412 Sewer Fund		Monthly Comparative			16.67%	
		Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
36100	Interest Earnings	28,000.00	(3,725.77)	(7,473.55)	20,526.45	73.31%
37210	Sewer Service Charges	1,302,750.00	(108,870.56)	(213,754.56)	1,088,995.44	83.59%
37294	Accounting Fees	3,000.00	(1,089.00)	(2,054.40)	945.60	31.52%
37295	ARPA	1,628,850.00	0.00	0.00	1,628,850.00	100.00%
37296	Sewer Tap Fees	10,000.00	0.00	0.00	10,000.00	100.00%
37299	Miscellaneous - Sewer	100.00	(450.00)	(450.00)	(350.00)	-350.00%
Total For Fund: 412		2,972,700.00	(114,135.33)	(223,732.51)	2,748,967.49	92.47%

Fund : 110

Monthly Comparative: 15.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
41000	General Government							
141			0.00	0.00	135.15	135.15	No Budget	69.48
		Oasi (Employer's Share)	0.00		0.00			0.00
147			0.00	0.00	10.00	10.00	No Budget	5.00
		Unemployment Insurance	0.00		0.00			0.00
161			(14,000.00)	(14,000.00)	1,766.70	(12,233.30)	12.62%	908.35
		Fees Of Alderman And Mayor	0.00		0.00			0.00
235			(4,500.00)	(4,500.00)	3,378.00	(1,122.00)	75.07%	3,378.00
		Dues	0.00		0.00			0.00
236			(28,000.00)	(28,000.00)	13,475.00	(14,525.00)	48.13%	0.00
		Public Relation	0.00		0.00			0.00
240			(18,000.00)	(18,000.00)	1,460.28	(16,539.72)	8.11%	1,460.28
		Utilities	0.00		0.00			0.00
245			(2,000.00)	(2,000.00)	128.06	(1,871.94)	6.40%	128.06
		Telephone And Other Communication Services	0.00		0.00			0.00
510			(125,000.00)	(125,000.00)	110,559.00	(14,441.00)	88.45%	0.00
		Insurance	0.00		0.00			0.00
551			(9,000.00)	(9,000.00)	0.00	(9,000.00)	0.00%	0.00
		Reappraisal Costs	0.00		0.00			0.00
691			(15,000.00)	(15,000.00)	2,514.51	(12,485.49)	16.76%	1,384.91
		Bank Service Charges	0.00		0.00			0.00
720			(35,760.00)	(35,760.00)	1,635.00	(34,125.00)	4.57%	1,635.00
		First Tn Development District	0.00		0.00			0.00
722			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		First TN Human Resource Agency	0.00		0.00			0.00
723			(33,000.00)	(33,000.00)	0.00	(33,000.00)	0.00%	0.00
		Senior Citizens Donation	0.00		0.00			0.00
724			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		Hawkins Co Chamber Of Commerce	0.00		0.00			0.00

Town of Mount Carmel
Statement of Expenditures and Encumbrances
August 2025

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
726		AIRMED	(1,600.00)	(1,600.00)	150.00	(1,450.00)	9.38%	150.00
			0.00		0.00			0.00
790		Home Grant	(130,000.00)	(130,000.00)	0.00	(130,000.00)	0.00%	0.00
			0.00		0.00			0.00
940		Equipment	(25,000.00)	(25,000.00)	7,893.55	(17,106.45)	31.57%	7,893.55
			0.00		0.00			0.00
41500		Financial Administration						
121		Wages	(319,750.00)	(319,750.00)	49,321.93	(270,428.07)	15.43%	24,695.95
			0.00		0.00			0.00
134		Christmas Bonus	(2,600.00)	(2,600.00)	0.00	(2,600.00)	0.00%	0.00
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(24,200.00)	(24,200.00)	3,427.88	(20,772.12)	14.16%	1,741.53
			0.00		0.00			0.00
142		Employee Insurance	(48,600.00)	(48,600.00)	10,051.99	(38,548.01)	20.68%	4,449.85
			0.00		0.00			0.00
143		Employee Retirement Plan	(18,000.00)	(18,000.00)	3,362.45	(14,637.55)	18.68%	1,682.67
			0.00		0.00			0.00
146		Workmen's Compensation	(7,500.00)	(7,500.00)	7,500.00	0.00	100.00%	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(650.00)	(650.00)	123.18	(526.82)	18.95%	26.48
			0.00		0.00			0.00
148		Employee Education And Training	(7,000.00)	(7,000.00)	775.00	(6,225.00)	11.07%	775.00
			0.00		0.00			0.00
161		Fees Of Alderman And Mayor	0.00	0.00	150.00	150.00	No Budget	0.00
			0.00		0.00			0.00
216		Internet Services	(1,300.00)	(1,300.00)	180.94	(1,119.06)	13.92%	180.94
			0.00		0.00			0.00
217		Web Services	(3,140.00)	(3,140.00)	0.00	(3,140.00)	0.00%	0.00
			0.00		0.00			0.00

Template Name: LGC Statement of Expenditure
Created by: LGC

**Town of Mount Carmel
Statement of Expenditures and Encumbrances
August 2025**

User: Tyler Williams
Date/Time: 9/19/2025 12:20 PM
Page 3 of 16

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
235		Dues	(8,500.00) 0.00	(8,500.00)	250.00 0.00	(8,250.00)	2.94%	250.00 0.00
236		Public Relation	(5,000.00) 0.00	(5,000.00)	824.46 0.00	(4,175.54)	16.49%	824.46 0.00
237		Advertising	(3,000.00) 0.00	(3,000.00)	699.00 0.00	(2,301.00)	23.30%	699.00 0.00
250		City Judge	(4,800.00) 0.00	(4,800.00)	800.00 0.00	(4,000.00)	16.67%	400.00 0.00
251		Medical Services	(200.00) 0.00	(200.00)	50.00 0.00	(150.00)	25.00%	50.00 0.00
252		Legal Services	(35,000.00) 0.00	(35,000.00)	1,975.50 0.00	(33,024.50)	5.64%	1,975.50 0.00
253		Accounting And Auditing Fees	(45,000.00) 0.00	(45,000.00)	3,088.00 0.00	(41,912.00)	6.86%	2,290.00 0.00
255		Computer Hardware/Software Support	(38,000.00) 0.00	(38,000.00)	18,550.18 0.00	(19,449.82)	48.82%	21.78 0.00
257		Planning And Zoning Services	(16,223.00) 0.00	(16,223.00)	16,223.00 0.00	0.00	100.00%	16,223.00 0.00
266		Repair And Maintenance Buildings	(15,000.00) 0.00	(15,000.00)	3,493.00 0.00	(11,507.00)	23.29%	1,259.00 0.00
280		Travel	(7,500.00) 0.00	(7,500.00)	477.06 0.00	(7,022.94)	6.36%	0.00 0.00
298		Commission Fees	(2,500.00) 0.00	(2,500.00)	361.20 0.00	(2,138.80)	14.45%	361.20 0.00
310		Office Supplies And Postage	(8,500.00) 0.00	(8,500.00)	1,462.11 0.00	(7,037.89)	17.20%	1,462.11 0.00
312		Pitney Bowes Supplies	(2,200.00) 0.00	(2,200.00)	383.67 0.00	(1,816.33)	17.44%	383.67 0.00
479		Miscellaneous	(4,500.00) 0.00	(4,500.00)	399.03 0.00	(4,100.97)	8.87%	274.80 0.00

Template Name: LGC Statement of Expenditure
Created by: LGC

Town of Mount Carmel
Statement of Expenditures and Encumbrances
August 2025

User: Tyler Williams
Date/Time: 9/19/2025 12:20 PM
Page 4 of 16

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
625		Operating Lease Copier	(1,500.00) 0.00	(1,500.00)	161.55 0.00	(1,338.45)	10.77%	82.47 0.00
940		Equipment	(4,000.00) 0.00	(4,000.00)	0.00 0.00	(4,000.00)	0.00%	0.00 0.00
947		New Computer/Support/Equipment	(5,000.00) 0.00	(5,000.00)	0.00 0.00	(5,000.00)	0.00%	0.00 0.00
42100		Police Department						
121		Wages	(420,400.00) 0.00	(420,400.00)	57,846.46 0.00	(362,553.54)	13.76%	28,025.36 0.00
122		Overtime Wages	(20,000.00) 0.00	(20,000.00)	6,148.02 0.00	(13,851.98)	30.74%	2,555.69 0.00
134		Christmas Bonus	(3,700.00) 0.00	(3,700.00)	0.00 0.00	(3,700.00)	0.00%	0.00 0.00
141		Oasi (Employer's Share)	(31,000.00) 0.00	(31,000.00)	4,549.09 0.00	(26,450.91)	14.67%	2,194.89 0.00
142		Employee Insurance	(40,000.00) 0.00	(40,000.00)	10,250.32 0.00	(29,749.68)	25.63%	5,144.36 0.00
143		Employee Retirement Plan	(30,000.00) 0.00	(30,000.00)	4,642.50 0.00	(25,357.50)	15.48%	2,184.69 0.00
146		Workmen's Compensation	(12,000.00) 0.00	(12,000.00)	8,661.00 0.00	(3,339.00)	72.18%	0.00 0.00
147		Unemployment Insurance	(500.00) 0.00	(500.00)	43.21 0.00	(456.79)	8.64%	34.46 0.00
148		Employee Education And Training	(18,000.00) 0.00	(18,000.00)	1,886.40 0.00	(16,113.60)	10.48%	386.40 0.00
216		Internet Services	(1,000.00) 0.00	(1,000.00)	159.96 0.00	(840.04)	16.00%	159.96 0.00
219		Ecom	(1,400.00) 0.00	(1,400.00)	0.00 0.00	(1,400.00)	0.00%	0.00 0.00

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
235		Dues	(300.00) 0.00	(300.00)	260.00 0.00	(40.00)	86.67%	260.00 0.00
245		Telephone And Other Communication Services	(6,000.00) 0.00	(6,000.00)	520.72 0.00	(5,479.28)	8.68%	520.72 0.00
251		Medical Services	(600.00) 0.00	(600.00)	165.00 0.00	(435.00)	27.50%	165.00 0.00
255		Computer Hardware/Software Support	(10,000.00) 0.00	(10,000.00)	6,500.00 0.00	(3,500.00)	65.00%	0.00 0.00
266		Repair And Maintenance Buildings	(5,000.00) 0.00	(5,000.00)	0.00 0.00	(5,000.00)	0.00%	0.00 0.00
280		Travel	(2,500.00) 0.00	(2,500.00)	0.00 0.00	(2,500.00)	0.00%	0.00 0.00
290		Contractual Services	(2,300.00) 0.00	(2,300.00)	0.00 0.00	(2,300.00)	0.00%	0.00 0.00
310		Office Supplies And Postage	(4,000.00) 0.00	(4,000.00)	360.12 0.00	(3,639.88)	9.00%	360.12 0.00
320		Operating Supplies	(10,000.00) 0.00	(10,000.00)	275.93 0.00	(9,724.07)	2.76%	275.93 0.00
325		Bullet Proof Vests	(3,775.00) 0.00	(3,775.00)	0.00 0.00	(3,775.00)	0.00%	0.00 0.00
326		Clothing And Uniforms	(4,500.00) 0.00	(4,500.00)	2,069.03 0.00	(2,430.97)	45.98%	270.65 0.00
329		E-TICKET SUPPLIES	(800.00) 0.00	(800.00)	0.00 0.00	(800.00)	0.00%	0.00 0.00
330		Vehicle Operating Expense	(25,000.00) 0.00	(25,000.00)	2,427.66 0.00	(22,572.34)	9.71%	1,707.76 0.00
331		Fuel Expense	(20,000.00) 0.00	(20,000.00)	2,735.39 0.00	(17,264.61)	13.68%	2,735.39 0.00
336		Radio Expense	(1,000.00) 0.00	(1,000.00)	0.00 0.00	(1,000.00)	0.00%	0.00 0.00

Town of Mount Carmel
Statement of Expenditures and Encumbrances
August 2025

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
479	Miscellaneous		(1,500.00) 0.00	(1,500.00)	530.00 0.00	(970.00)	35.33%	280.00 0.00
560	Dept Of Safety Charges		(3,000.00) 0.00	(3,000.00)	458.09 0.00	(2,541.91)	15.27%	415.34 0.00
625	Operating Lease Copier		(1,000.00) 0.00	(1,000.00)	110.71 0.00	(889.29)	11.07%	56.95 0.00
705	THSO HI VISIBILITY GRANT FY 20-21		(10,000.00) 0.00	(10,000.00)	0.00 0.00	(10,000.00)	0.00%	0.00 0.00
940	Equipment		(140,000.00) 0.00	(140,000.00)	0.00 0.00	(140,000.00)	0.00%	0.00 0.00
42200	Fire Department							
121	Wages		(135,160.00) 0.00	(135,160.00)	16,257.78 0.00	(118,902.22)	12.03%	8,816.80 0.00
134	Christmas Bonus		(1,900.00) 0.00	(1,900.00)	0.00 0.00	(1,900.00)	0.00%	0.00 0.00
141	Oasi (Employer's Share)		(10,400.00) 0.00	(10,400.00)	1,241.87 0.00	(9,158.13)	11.94%	672.65 0.00
142	Employee Insurance		0.00 0.00	0.00	48.20 0.00	48.20	No Budget	48.20 0.00
143	Employee Retirement Plan		(10,500.00) 0.00	(10,500.00)	622.53 0.00	(9,877.47)	5.93%	415.02 0.00
146	Workmen's Compensation		(3,200.00) 0.00	(3,200.00)	3,200.00 0.00	0.00	100.00%	0.00 0.00
147	Unemployment Insurance		(400.00) 0.00	(400.00)	36.08 0.00	(363.92)	9.02%	17.83 0.00
148	Employee Education And Training		(8,000.00) 0.00	(8,000.00)	130.00 0.00	(7,870.00)	1.63%	130.00 0.00
235	Dues		(500.00) 0.00	(500.00)	125.00 0.00	(375.00)	25.00%	125.00 0.00

Template Name: LGC Statement of Expenditure
Created by: LGC

Town of Mount Carmel
Statement of Expenditures and Encumbrances
August 2025

User: Tyler Williams
Date/Time: 9/19/2025 12:20 PM
Page 7 of 16

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
238		Public Relations/Parade	(5,000.00) 0.00	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
240		Utilities	(9,000.00) 0.00	(9,000.00)	652.59	(8,347.41)	7.25%	652.59
245		Telephone And Other Communication Services	(800.00) 0.00	(800.00)	40.98	(759.02)	5.12%	40.98
251		Medical Services	(100.00) 0.00	(100.00)	50.00	(50.00)	50.00%	0.00
255		Computer Hardware/Software Support	(4,500.00) 0.00	(4,500.00)	1,382.87	(3,117.13)	30.73%	1,382.87
266		Repair And Maintenance Buildings	(40,000.00) 0.00	(40,000.00)	7,004.96	(32,995.04)	17.51%	6,431.62
280		Travel	(1,000.00) 0.00	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
281		Osha Testing	(10,500.00) 0.00	(10,500.00)	0.00	(10,500.00)	0.00%	0.00
290		Contractual Services	(2,000.00) 0.00	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
310		Office Supplies And Postage	(1,000.00) 0.00	(1,000.00)	81.55	(918.45)	8.16%	81.55
320		Operating Supplies	(3,000.00) 0.00	(3,000.00)	633.84	(2,366.16)	21.13%	633.84
326		Clothing And Uniforms	(3,000.00) 0.00	(3,000.00)	683.45	(2,316.55)	22.78%	469.97
330		Vehicle Operating Expense	(30,000.00) 0.00	(30,000.00)	3,122.35	(26,877.65)	10.41%	3,122.35
331		Fuel Expense	(6,000.00) 0.00	(6,000.00)	792.46	(5,207.54)	13.21%	792.46
336		Radio Expense	(5,000.00) 0.00	(5,000.00)	0.00	(5,000.00)	0.00%	0.00

Template Name: LGC Statement of Expenditure
Created by: LGC

Town of Mount Carmel
Statement of Expenditures and Encumbrances
August 2025

User: Tyler Williams
Date/ Time: 9/19/2025 12:20 PM
Page 8 of 16

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
344		Fire Department Equipment	(48,000.00) 0.00	(48,000.00)	17,490.78 0.00	(30,509.22)	36.44%	14,207.69 0.00
479		Miscellaneous	(1,000.00) 0.00	(1,000.00)	0.00 0.00	(1,000.00)	0.00%	0.00 0.00
733		FEMA Hazard Mitigation	(240,000.00) 0.00	(240,000.00)	0.00 0.00	(240,000.00)	0.00%	0.00 0.00
931		Paving	(120,000.00) 0.00	(120,000.00)	0.00 0.00	(120,000.00)	0.00%	0.00 0.00
940		Equipment	(605,000.00) 0.00	(605,000.00)	523,575.00 0.00	(81,425.00)	86.54%	0.00 0.00
42400		Animal Control Department						
170		Fees	(6,000.00) 0.00	(6,000.00)	450.00 0.00	(5,550.00)	7.50%	0.00 0.00
42420		Building Inspection/Stormwater Managemnt						
235		Dues	0.00 0.00	0.00	13,555.05 0.00	13,555.05	No Budget	7,345.05 0.00
269		Demolition	(10,000.00) 0.00	(10,000.00)	0.00 0.00	(10,000.00)	0.00%	0.00 0.00
290		SAFEBuilt	(75,000.00) 0.00	(75,000.00)	0.00 0.00	(75,000.00)	0.00%	0.00 0.00
479		Miscellaneous	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
43100		Highways And Streets						
121		Wages	(329,150.00) 0.00	(329,150.00)	48,104.00 0.00	(281,046.00)	14.61%	25,095.20 0.00
122		Overtime Wages	(6,000.00) 0.00	(6,000.00)	1,508.73 0.00	(4,491.27)	25.15%	0.00 0.00
134		Christmas Bonus	(3,500.00) 0.00	(3,500.00)	0.00 0.00	(3,500.00)	0.00%	0.00 0.00

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
141		Oasi (Employer's Share)	(24,500.00) 0.00	(24,500.00)	3,389.79 0.00	(21,110.21)	13.84%	1,741.39 0.00
142		Employee Insurance	(50,000.00) 0.00	(50,000.00)	10,668.30 0.00	(39,331.70)	21.34%	5,332.61 0.00
143		Employee Retirement Plan	(18,000.00) 0.00	(18,000.00)	3,733.52 0.00	(14,266.48)	20.74%	1,907.21 0.00
146		Workmen's Compensation	(9,700.00) 0.00	(9,700.00)	7,720.00 0.00	(1,980.00)	79.59%	0.00 0.00
147		Unemployment Insurance	(400.00) 0.00	(400.00)	0.00 0.00	(400.00)	0.00%	0.00 0.00
148		Employee Education And Training	(1,500.00) 0.00	(1,500.00)	0.00 0.00	(1,500.00)	0.00%	0.00 0.00
216		Internet Services	(2,000.00) 0.00	(2,000.00)	347.42 0.00	(1,652.58)	17.37%	347.42 0.00
240		Utilities	(8,500.00) 0.00	(8,500.00)	470.60 0.00	(8,029.40)	5.54%	470.60 0.00
245		Telephone And Other Communication Services	(2,800.00) 0.00	(2,800.00)	386.58 0.00	(2,413.42)	13.81%	386.58 0.00
251		Medical Services	(500.00) 0.00	(500.00)	150.00 0.00	(350.00)	30.00%	150.00 0.00
266		Repair And Maintenance Buildings	(3,500.00) 0.00	(3,500.00)	278.44 0.00	(3,221.56)	7.96%	278.44 0.00
268		Repair And Maintenance Roads And Streets	(15,000.00) 0.00	(15,000.00)	600.00 0.00	(14,400.00)	4.00%	600.00 0.00
280		Travel	(500.00) 0.00	(500.00)	0.00 0.00	(500.00)	0.00%	0.00 0.00
294		Equipment Leasing	(2,000.00) 0.00	(2,000.00)	0.00 0.00	(2,000.00)	0.00%	0.00 0.00
310		Office Supplies And Postage	(800.00) 0.00	(800.00)	0.00 0.00	(800.00)	0.00%	0.00 0.00

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
320		Operating Supplies	(9,000.00) 0.00	(9,000.00)	701.25 0.00	(8,298.75)	7.79%	402.91 0.00
326		Clothing And Uniforms	(5,000.00) 0.00	(5,000.00)	0.00 0.00	(5,000.00)	0.00%	0.00 0.00
330		Vehicle Operating Expense	(35,000.00) 0.00	(35,000.00)	4,487.62 0.00	(30,512.38)	12.82%	4,237.75 0.00
331		Fuel Expense	(38,500.00) 0.00	(38,500.00)	4,435.45 0.00	(34,064.55)	11.52%	4,435.45 0.00
479		Miscellaneous	(1,000.00) 0.00	(1,000.00)	25.00 0.00	(975.00)	2.50%	25.00 0.00
482		Drainage Repair	(1,000.00) 0.00	(1,000.00)	0.00 0.00	(1,000.00)	0.00%	0.00 0.00
922		Capital Outlay- Bldg. & Grounds	(96,500.00) 0.00	(96,500.00)	0.00 0.00	(96,500.00)	0.00%	0.00 0.00
931		Paving	(350,000.00) 0.00	(350,000.00)	0.00 0.00	(350,000.00)	0.00%	0.00 0.00
940		Equipment	(130,000.00) 0.00	(130,000.00)	0.00 0.00	(130,000.00)	0.00%	0.00 0.00
43190	State Street Aid							
247		Street Lighting	(75,000.00) 0.00	(75,000.00)	5,786.15 0.00	(69,213.85)	7.71%	5,786.15 0.00
342		Sign Parts And Supplies	(5,000.00) 0.00	(5,000.00)	0.00 0.00	(5,000.00)	0.00%	0.00 0.00
343		Traffic Light Maintenance	(2,000.00) 0.00	(2,000.00)	0.00 0.00	(2,000.00)	0.00%	0.00 0.00
400		Materials And Supplies	(40,000.00) 0.00	(40,000.00)	1,163.01 0.00	(38,836.99)	2.91%	1,163.01 0.00
931		Paving	(50,000.00) 0.00	(50,000.00)	4,971.29 0.00	(45,028.71)	9.94%	2,488.00 0.00

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
940		Equipment	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
			0.00		0.00			0.00
43200		Solid Waste And Recycling						
121			0.00	0.00	2,997.60	2,997.60	No Budget	0.00
		Wages	0.00		0.00			0.00
122			0.00	0.00	320.36	320.36	No Budget	0.00
		Overtime Wages	0.00		0.00			0.00
141			0.00	0.00	222.25	222.25	No Budget	0.00
		Oasi (Employer's Share)	0.00		0.00			0.00
142			0.00	0.00	0.00	0.00	No Budget	0.00
		Employee Insurance	0.00		0.00			0.00
143			0.00	0.00	249.63	249.63	No Budget	0.00
		Employee Retirement Plan	0.00		0.00			0.00
290			(275,000.00)	(275,000.00)	20,121.75	(254,878.25)	7.32%	20,121.75
		Contractual Services	0.00		0.00			0.00
44440		Recreation						
240			(5,000.00)	(5,000.00)	667.70	(4,332.30)	13.35%	667.70
		Utilities	0.00		0.00			0.00
300			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Veteran War Memorial Park	0.00		0.00			0.00
320			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Operating Supplies	0.00		0.00			0.00
479			(250.00)	(250.00)	0.00	(250.00)	0.00%	0.00
		Miscellaneous	0.00		0.00			0.00
715			(400,000.00)	(400,000.00)	0.00	(400,000.00)	0.00%	0.00
		LPRF	0.00		0.00			0.00
725			(110,000.00)	(110,000.00)	57,016.00	(52,984.00)	51.83%	27,873.00
		Park Development And Operation	0.00		0.00			0.00

Template Name: LGC Statement of Expenditure
Created by: LGC

Town of Mount Carmel
Statement of Expenditures and Encumbrances
August 2025

User: Tyler Williams
Date/Time: 9/19/2025 12:20 PM
Page 12 of 16

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
44800	Library							
121		Wages	(48,445.00) 0.00	(48,445.00)	6,568.87 0.00	(41,876.13)	13.56%	3,218.76 0.00
134		Christmas Bonus	(800.00) 0.00	(800.00)	0.00 0.00	(800.00)	0.00%	0.00 0.00
141		Oasi (Employer's Share)	(3,650.00) 0.00	(3,650.00)	502.53 0.00	(3,147.47)	13.77%	246.23 0.00
146		Workmen's Compensation	(1,700.00) 0.00	(1,700.00)	1,700.00 0.00	0.00	100.00%	0.00 0.00
147		Unemployment Insurance	(140.00) 0.00	(140.00)	15.74 0.00	(124.26)	11.24%	7.90 0.00
148		Employee Education And Training	(1,000.00) 0.00	(1,000.00)	0.00 0.00	(1,000.00)	0.00%	0.00 0.00
216		Internet Services	(1,800.00) 0.00	(1,800.00)	139.98 0.00	(1,660.02)	7.78%	139.98 0.00
240		Utilities	(2,600.00) 0.00	(2,600.00)	285.41 0.00	(2,314.59)	10.98%	285.41 0.00
245		Telephone And Other Communication Services	(200.00) 0.00	(200.00)	0.00 0.00	(200.00)	0.00%	0.00 0.00
251		Medical Services	(100.00) 0.00	(100.00)	0.00 0.00	(100.00)	0.00%	0.00 0.00
255		Computer Hardware/Software Support	(6,500.00) 0.00	(6,500.00)	0.00 0.00	(6,500.00)	0.00%	0.00 0.00
266		Repair And Maintenance Buildings	(3,000.00) 0.00	(3,000.00)	0.00 0.00	(3,000.00)	0.00%	0.00 0.00
280		Travel	(500.00) 0.00	(500.00)	0.00 0.00	(500.00)	0.00%	0.00 0.00
310		Office Supplies And Postage	(1,700.00) 0.00	(1,700.00)	117.06 0.00	(1,582.94)	6.89%	111.06 0.00

Town of Mount Carmel
Statement of Expenditures and Encumbrances
August 2025

Fund : 110

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
479			(400.00)	(400.00)	0.00	(400.00)	0.00%	0.00
	Miscellaneous		0.00		0.00			0.00
490			(5,800.00)	(5,800.00)	248.80	(5,551.20)	4.29%	248.80
	BOOKS		0.00		0.00			0.00
619			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
	Library Training Grant 20-21		0.00		0.00			0.00
625			(500.00)	(500.00)	72.14	(427.86)	14.43%	40.48
	Operating Lease Copier		0.00		0.00			0.00
721			(2,000.00)	(2,000.00)	217.98	(1,782.02)	10.90%	217.98
	Summer Reading Program		0.00		0.00			0.00
940			(17,000.00)	(17,000.00)	0.00	(17,000.00)	0.00%	0.00
	Equipment		0.00		0.00			0.00
90000	Lease Principal Payments							
100			(6,044.00)	(6,044.00)	0.00	(6,044.00)	0.00%	0.00
	Personal Services		0.00		0.00			0.00
294			(249.00)	(249.00)	0.00	(249.00)	0.00%	0.00
	Equipment Leasing		0.00		0.00			0.00
300			(5,800.00)	(5,800.00)	0.00	(5,800.00)	0.00%	0.00
	Veteran War Memorial Park		0.00		0.00			0.00
400			(750.00)	(750.00)	0.00	(750.00)	0.00%	0.00
	Materials And Supplies		0.00		0.00			0.00
Total For Fund: 110			(5,536,936.00)	(5,536,936.00)	1,159,364.28	(4,377,571.72)	20.94%	278,268.95
			0.00		0.00			0.00

Fund : 127			Monthly Comparative:			16.67%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
42121	Criminal Investigation							
747			(37,500.00)	(37,500.00)	0.00	(37,500.00)	0.00%	0.00
		Drug Fund Operations	0.00		0.00			0.00
Total For Fund: 127			(37,500.00)	(37,500.00)	0.00	(37,500.00)	0.00%	0.00
			0.00		0.00			0.00

Town of Mount Carmel
Statement of Expenditures and Encumbrances
August 2025

Fund : 412

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52200	Sewer							
216	Internet Services		(800.00) 0.00	(800.00)	66.48 0.00	(733.52)	8.31%	66.48 0.00
240	Utilities		(180,000.00) 0.00	(180,000.00)	18,843.95 0.00	(161,156.05)	10.47%	18,843.95 0.00
245	Telephone And Other Communication Services		(500.00) 0.00	(500.00)	133.86 0.00	(366.14)	26.77%	133.86 0.00
252	Legal Services		(15,000.00) 0.00	(15,000.00)	0.00 0.00	(15,000.00)	0.00%	0.00 0.00
253	Accounting And Auditing Fees		(2,000.00) 0.00	(2,000.00)	0.00 0.00	(2,000.00)	0.00%	0.00 0.00
254	Engineering Services		0.00 0.00	0.00	6,267.84 0.00	6,267.84	No Budget	6,267.84 0.00
260	Repair And Maintenance Services		(15,000.00) 0.00	(15,000.00)	3,337.41 0.00	(11,662.59)	22.25%	0.00 0.00
268	Repair And Maintenance Roads And Streets		(3,500.00) 0.00	(3,500.00)	0.00 0.00	(3,500.00)	0.00%	0.00 0.00
290	Contractual Services		(950,000.00) 0.00	(950,000.00)	161,839.07 0.00	(788,160.93)	17.04%	157,754.82 0.00
298	Commission Fees		(22,000.00) 0.00	(22,000.00)	4,045.00 0.00	(17,955.00)	18.39%	2,020.00 0.00
320	Operating Supplies		0.00 0.00	0.00	118.05 0.00	118.05	No Budget	118.05 0.00
362	Residential Pump Repair And Maintenance		0.00 0.00	0.00	22,500.00 0.00	22,500.00	No Budget	0.00 0.00
364	Wastewater Plant Repair And Maintenance		0.00 0.00	0.00	3,255.10 0.00	3,255.10	No Budget	0.00 0.00
401	CONSTRUCTION		(1,628,850.00) 0.00	(1,628,850.00)	90,280.90 0.00	(1,538,569.10)	5.54%	0.00 0.00

Template Name: LGC Statement of Expenditure
Created by: LGC

Town of Mount Carmel
Statement of Expenditures and Encumbrances
August 2025

User: Tyler Williams
Date/Time: 9/19/2025 12:20 PM
Page 16 of 16

Fund : 412

Monthly Comparative: 16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
479		Miscellaneous	(1,000.00) 0.00	(1,000.00)	298.98 0.00	(701.02)	29.90%	298.98 0.00
510		Insurance	(2,000.00) 0.00	(2,000.00)	0.00 0.00	(2,000.00)	0.00%	0.00 0.00
533		Machinery And Equipment Rental	(200,000.00) 0.00	(200,000.00)	30,000.00 0.00	(170,000.00)	15.00%	15,000.00 0.00
540		Depreciation	(290,000.00) 0.00	(290,000.00)	0.00 0.00	(290,000.00)	0.00%	0.00 0.00
596		State Permit Fees	(3,500.00) 0.00	(3,500.00)	1,753.87 0.00	(1,746.13)	50.11%	0.00 0.00
614		2013 Rev/Tax Refunding Bonds	(45,000.00) 0.00	(45,000.00)	0.00 0.00	(45,000.00)	0.00%	0.00 0.00
635		Tlida Interest	(3,200.00) 0.00	(3,200.00)	0.00 0.00	(3,200.00)	0.00%	0.00 0.00
691		Bank Service Charges	0.00 0.00	0.00	114.32 0.00	114.32	No Budget	17.05 0.00
952		Bff Sludge Disposal	0.00 0.00	0.00	321.65 0.00	321.65	No Budget	321.65 0.00
955		Belt Press/Roto Rooter Maintenance	(1,500.00) 0.00	(1,500.00)	17.71 0.00	(1,482.29)	1.18%	17.71 0.00
956		Sewer Plant Blowers	(5,000.00) 0.00	(5,000.00)	0.00 0.00	(5,000.00)	0.00%	0.00 0.00
Total For Fund: 412			(3,368,850.00) 0.00	(3,368,850.00)	343,194.19 0.00	(3,025,655.81)	10.19%	200,860.39 0.00

Mount Carmel Fire Department

Mitch Walker, Fire Chief



September 2nd, 2025

To: James Stables, City Manager

Ref: August 2025 Monthly Report

The Mount Carmel Fire Department answered a total of 36 calls for service during the month of August. Day shift personnel answered 27 calls, and 9 calls were answered by volunteer staff. Our average dispatch to arrival time was 4:43 with a 90th percentile of 9:09. Calls for this month included multiple vehicle accidents and medical responses. This brings our year-to-date total to 288 calls for service.

Over the course of August, the department has conducted a large amount of logistical work planning for upcoming projects. Those include placing Tower 18 in-service, receiving the new fire chief's vehicle, the parking lot paving, and installation of the access control system at our building. All these projects are moving along as expected and have been long overdue upgrades to our department. Our department has also worked non-stop with equipment mounting and the layout design of the new ladder truck.

August training consisted of driver-operator training on Tower 18. To date, members have logged over 300 hours of training onto the new apparatus. This training is essential to ensure members are prepared before the truck hits the streets. We have also begun our fall recruit class. New firefighters from Mount Carmel, Goshen Valley, and Bloomingdale are underdoing over 100 hours of training to meet the state minimum requirements for interior firefighters.

Thank you and the BMA for your continued support.

Mitch Walker, Fire Chief



Custom ▾

Aug 1, 2025 - Aug 31, 2025 ▾

33%

FIRE
Percentage of Total
Incidents

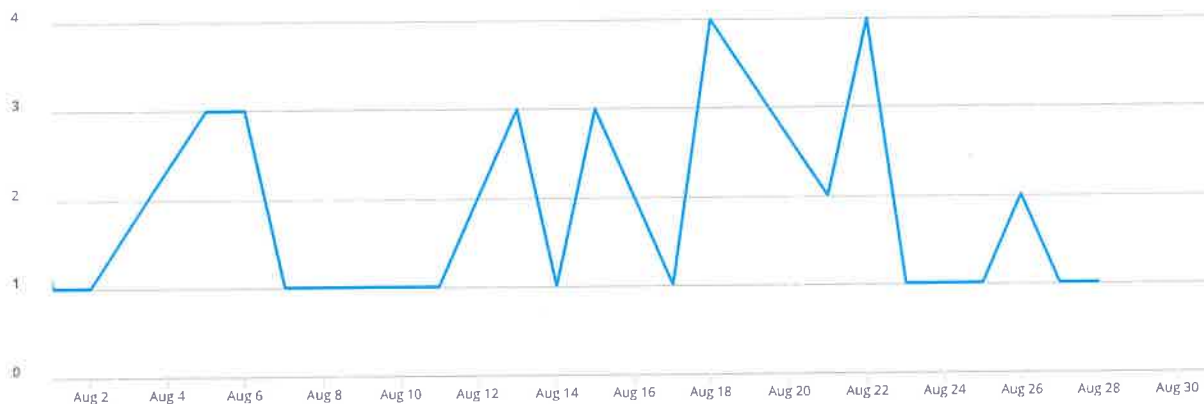
67%

EMS
Percentage of Total
Incidents

36

INCIDENTS
In Selected Time Slice

31

DAYS
In Selected Time Slice

Counts

% Rows

% Columns

% All

Week Ending	8/3/25	8/10/25	8/17/25	8/24/25	8/31/25	9/7/25	9/14/25	9/21/25	9/28/25	10/5/25	10/12/25	10/19/25	10/26/25	Total
(31) Medical assist	1	2	5	6	2									16
(32) Emergency medical service (EMS) incident		2	1	3	2									8
(35) Extrication, rescue	1													1
(46) Accident, potential accident		2												2
(55) Public service assistance		2	1	2										5
(61) Dispatched and canceled en route				1										1
(62) Wrong location, no emergency found			1											1
(65) Steam, other gas mistaken for smoke			1											1
(74) Unintentional system/detect... operation (no fire)					1									1
Total	2	8	9	12	5									36

Police Department
Monthly Report
August 2025



Incidents

Total Incidents	14
Total Arrests	2
Total Drug Charges	4
Total Murders	0
Total Rapes	0
Total Other Sexual Assaults	0
Total Kidnappings	0
Total Domestic Violence	0
Total Date Violence	0
Total Stalking	0

Parties

Individuals	26
Organizations	5
Juveniles	5
Expunged	0
Infectious	0
Quarantined	0
Complainants	7
Victims	7
Suspects	6
Unsubs	3
Witnesses	2
Responders	0
Healthcare Professionals	0
Other	8

Arrests

Juveniles	0
Teens	0
Adults - 20s	0
Adults - 30s	0
Adults - 40s	0
Adults - 50s	1
Adults - 60s	0
Seniors - 65+	1

Incidents (August 2025)



Incident Offenses

Information only (UDC 91v)	4
Drug Narcotic Offenses - Drug/Narcotic Violations (35A)	4
Driving Under the Influence (90D)	3
Drug Narcotic Offenses - Drug Equipment Violations (35B)	2
Larceny/Theft Offenses - All Other Larceny (23H)	1

Initial Classifications

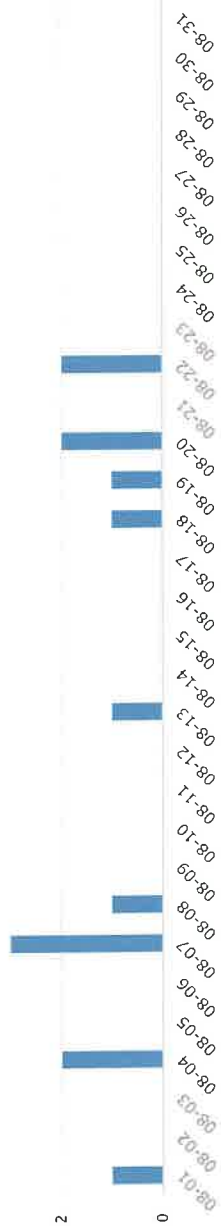
Information Only (UDC 91v)	7
Driving Under The Influence (90D)	3
Disorderly Conduct (90C)	1
Drug Narcotic Offenses - Drug/Narcotic Violations (35A)	1
Larceny/Theft Offenses - All Other Larceny (23H)	1
10-43	1

Criminal Activity

Possessing/Concealing (includes Simple Possession) (P)	2
--	---

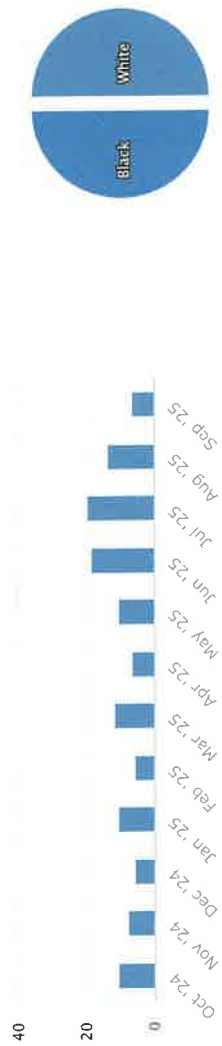
Notifications

none.



Incident History (last 12 months)

Arrest Race



Hawkins County ECD
2291 E MAIN ST ROGERSVILLE , TN 37857

MCPD
AUG. REST
1:56min's

CFS By Department - Select Department By Date
For MOUNT CARMEL PD 08/01/2025 00:00 - 08/31/2025 23:59

MOUNT CARMEL PD	Count	Percent
911 UNKNOWN	6	2.61%
ALLERGIC REACTION	1	0.43%
ANIMAL COMPLAINT	6	2.61%
ATTEMPT TO CONTACT	1	0.43%
BREATHING PROBLEM	1	0.43%
CHECK POINT	1	0.43%
CHEST PAIN	1	0.43%
CHILD ABUSE	1	0.43%
CIVIL MATTER	1	0.43%
DISTURBANCE	5	2.17%
DOMESTIC DISTURBANCE	1	0.43%
FALL	2	0.87%
FOLLOW UP	8	3.48%
HEART PROBLEM	1	0.43%
JUVENILE INCIDENT	3	1.30%
LE ALARM-COMMERCIAL	2	0.87%
LE ALARM-RESIDENTIAL	1	0.43%
LE INFORMATION	4	1.74%
LIFTING ASSISTANCE	3	1.30%
LOCK OUT/IN	1	0.43%
MENTALLY ILL PERSON	1	0.43%
MOTORIST ASSIST	6	2.61%
MVC-ENTRP/EJEC	1	0.43%
MVC-INJURIES	3	1.30%
MVC-NO INJURIES	8	3.48%
MVC-NO INJURIES (COMMERCIAL)	1	0.43%
PATROL/PREMISE CHECK	1	0.43%
PROPERTY DAMAGE	1	0.43%
PURSUIT	1	0.43%
RECKLESS DRIVER	14	6.09%
ROADWAY HAZARD	1	0.43%
SCHOOL ZONE	12	5.22%
SEX CRIME-DELAYED	1	0.43%
SICK PERSON	1	0.43%
STROKE	3	1.30%
STRUCTURE FIRE-RESIDENTIAL	1	0.43%
SUICIDAL PERSON	1	0.43%
SUSPICIOUS ACTIVITY	6	2.61%
THEFT	3	1.30%
TRAFFIC STOP	108	46.96%
TRESPASSING	1	0.43%
UNCONSCIOUS	2	0.87%

MOUNT CARMEL PD	Count	Percent
WELFARE CHECK	3	1.30%
Total Records For MOUNT CARMEL PD	230	Group/Total 100.00%
Total Records	230	

Hawkins County ECD
2291 E MAIN ST ROGERSVILLE , TN 37857

MCPD
AUG. REST. TIME
1:56 mins

MOUNT CARMEL PD Response Time Spread Sheet Group By ESN

Not Specified	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-025555	WOLFE LAUREL DR / BANNER CT	43TS		904	08/03/2025 16:18:38	16:18:38	16:19:38	16:19:56	16:18:38		17:14:26	08/03/2025 17:14:26	0:00	1:18	0:00	-2:-18	0:00
2025-025567	MM 38 SR 1 (HIGHWAY 11 W) 522 HIGHWAY 11 W, MOUNT CARMEL	43TS		904	08/03/2025 18:59:31	18:59:31	18:59:31	18:59:31			19:09:42	08/03/2025 19:09:42	0:00	0:00	0:00	0:00	0:00
2025-025628	WINEGAR AVE / W CARTERS VALLEY RD, KINGSPORT	43TS		904	08/04/2025 10:27:00	10:27:00	11:29:21	10:27:00	11:33:00	12:06:00	12:54:43	08/04/2025 12:54:43	0:00	1:02:2	0:00	-63:-21	1:39:00
2025-025680	107 MT PLEASANT RD, CHURCH HILL	43TS		905	08/04/2025 19:23:31	19:23:31	19:23:31	19:23:31	19:23:37		19:29:07	08/04/2025 19:29:07	0:00	0:00	0:06	0:06	0:00
2025-025929	CARTERS VALLEY RD / RURITAN LN	43SUSP		903	08/06/2025 19:00:24	19:01:03	19:01:03	19:01:03	19:05:07		19:08:35	08/06/2025 19:08:35	0:39	0:00	4:04	4:04	0:00
2025-025984	YANKEES BEE LINE 407 E MAIN ST, MOUNT CARMEL	43MVCN		904	08/07/2025 08:08:11	08:08:17	08:08:17	08:08:17	08:08:25		08:39:51	08/07/2025 08:39:51	0:06	0:00	0:08	0:08	0:00
2025-025988	1316 GLENMAR AVE, MOUNT CARMEL	911UNK		904	08/07/2025 08:52:52	08:53:39	08:53:39	08:53:39	08:58:35		09:07:05	08/07/2025 09:07:05	0:47	0:00	4:56	4:56	0:00
2025-026173	MOUNT CARMEL POLICE DEPARTMENT 213 HAMMOND AVE, MT CARMEL	43INFO		905	08/08/2025 15:17:44	15:18:45	15:18:45	15:18:45			15:25:20	08/08/2025 15:25:20	1:01	0:00	0:00	0:00	0:00
2025-026477	MM 38 SR 1 (HIGHWAY 11 W) 522 HIGHWAY 11 W, MOUNT CARMEL	43TS		904	08/11/2025 15:44:19	15:44:19	15:44:19	15:44:19			15:48:40	08/11/2025 15:48:40	0:00	0:00	0:00	0:00	0:00
2025-026479	MOUNT CARMEL POLICE DEPARTMENT 213 HAMMOND AVE, MT CARMEL	43TS		904	08/11/2025 16:01:55	16:01:55	16:01:55	16:01:55			16:03:23	08/11/2025 16:03:23	0:00	0:00	0:00	0:00	0:00
2025-026541	CARTERS VALLEY RD / INDEPENDENCE AVE	43TS		904	08/11/2025 22:26:24	22:26:24	22:26:24	22:26:24			22:37:36	08/11/2025 22:37:36	0:00	0:00	0:00	0:00	0:00

Not Specified

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-026632	6392 CARTERS VALLEY RD, CHURCH HILL	43TS		905	08/12/2025 14:14:38	14:14:38	14:14:38	14:14:38			14:21:17	08/12/2025 14:21:17	0:00	0:00	0:00	0:00	0:00
2025-026649	TREADZ TOWING 409 E MAIN ST, MOUNT CARMEL	43TS		904	08/12/2025 15:37:13	15:37:13	15:37:13	15:37:13			15:39:39	08/12/2025 15:40:45	0:00	0:00	0:00	0:00	0:00
2025-026696	CARTERS VALLEY RD / INDEPENDENCE AVE	43TS		904	08/12/2025 20:40:30	20:40:30	20:40:30	20:40:30			20:43:21	08/12/2025 20:43:21	0:00	0:00	0:00	0:00	0:00
2025-027003	TREADZ TOWING 409 E MAIN ST, MOUNT CARMEL	43DIS		903	08/15/2025 13:39:54	13:39:54	13:39:57	13:39:54			13:55:28	08/15/2025 13:55:28	0:00	0:03	0:00	-1-3	0:00
2025-027030	CARTERS VALLEY RD / FOX RIDGE DR	43TS		904	08/15/2025 17:22:54	17:22:54	17:22:54	17:22:54			17:29:01	08/15/2025 17:29:01	0:00	0:00	0:00	0:00	0:00
2025-027339	HIGHWAY 11 W / LEWIS LN	43PTL	MCPD		08/18/2025 13:49:42	13:49:42	13:49:42	13:49:42			14:15:35	08/18/2025 14:15:35	0:10	0:00	0:00	0:00	0:00
2025-027404	MM 38 SR 1 (HIGHWAY 11 W) 522 HIGHWAY 11 W, MOUNT CARMEL	911UNK		903	08/18/2025 19:54:38	19:54:38	19:54:38	19:54:38			20:02:31	08/18/2025 20:02:31	3:14	0:00	0:00	0:00	0:00
2025-027409	GRANGE HALL UNITED METHODIST CHURCH 5373 CARTERS VALLEY RD, CHURCH HILL	43TS		906	08/18/2025 20:28:20	20:28:20	20:28:20	20:28:20			20:39:07	08/18/2025 20:39:07	0:00	0:00	0:00	0:00	0:00
2025-027635	MM 37 SR 1 (HIGHWAY 11 W) 754 HIGHWAY 11 W, CHURCH HILL	43TS		906	08/20/2025 20:54:58	20:54:58	20:54:58	20:54:58			21:00:56	08/20/2025 21:00:56	0:00	0:00	0:00	0:00	0:00
2025-027703	AUTO ZONE (KINGSPORT) 192 HIGHWAY 11 W, KINGSPORT	43TS		904	08/21/2025 13:03:59	13:03:59	13:03:59	13:03:59			13:15:30	08/21/2025 13:15:30	0:00	0:00	0:00	0:00	0:00
2025-027760	MM 40 SR 1 (HIGHWAY 11 W) 191 HIGHWAY 11 W, KINGSPORT	43TS		903	08/21/2025 20:57:38	20:57:38	20:57:38	20:57:38			21:02:29	08/21/2025 21:02:29	0:00	0:00	0:00	0:00	0:00
2025-027822	CARTERS VALLEY RD / INDEPENDENCE AVE	43TS		904	08/22/2025 10:54:00	10:54:00	10:54:00	10:54:00			11:03:48	08/22/2025 11:03:48	0:00	0:00	0:00	0:00	0:00

Not Specified

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2		
2025-027888	1430 GLENMAR AVE, MOUNT CARMEL	47FALL	906	906	08/22/2025 18:41:41	18:44:00	18:44:00	18:44:26			19:01:50	08/22/2025 19:43:59	2:19	0:00	0:26	0:26	0:00		
2025-027894	358 MONTGOMERY AVE UNIT 5, MOUNT CARMEL	43DIS	906	906	08/22/2025 19:45:13	19:45:39	19:45:39	20:31:01			20:55:26	08/22/2025 20:55:26	0:26	0:00	45:22	45:22	0:00		
2025-027905	MM 38 SR 1 (HIGHWAY 11 W) 522 HIGHWAY 11 W, MOUNT CARMEL	43RHAZ	903	903	08/22/2025 20:58:10	21:01:31	21:01:31	21:12:53			21:54:12	08/22/2025 21:54:12	3:21	0:00	11:22	11:22	0:00		
2025-028077	315 ELLIS LN, MOUNT CARMEL	47SOB	904	904	08/24/2025 10:48:32	11:05:16	11:05:16	11:05:19			11:20:09	08/24/2025 11:55:51	16:44	0:00	0:03	0:03	0:00		
2025-028095	862 BIG ELM RD, CHURCH HILL	72MVC1	904	904	08/24/2025 13:33:00	13:34:43	13:34:43	13:43:33			14:13:54	08/24/2025 14:13:54	1:43	0:00	8:50	8:50	0:00		
2025-028108	MM 38 SR 1 (HIGHWAY 11 W) 522 HIGHWAY 11 W, MOUNT CARMEL	43MVCN	903	903	08/24/2025 16:08:33	16:09:31	16:09:31	16:09:31			16:09:45	08/24/2025 16:09:45	0:58	0:00	0:00	0:00	0:00		
2025-028116	STATE HIGHWAY 714 / CARTERS VALLEY RD	43TS	904	904	08/24/2025 17:26:16	17:26:16	17:26:16	17:26:16			18:09:11	08/24/2025 18:09:11	0:00	0:00	0:00	0:00	0:00		
2025-028287	HIGHWAY 11 W / CARDINAL WAY RD	43RKLS	MCPD	MCPD	08/26/2025 07:19:20	07:20:30	07:20:30				10:03:39	08/26/2025 10:03:39	1:10	0:00	0:00	0:00	0:00		
2025-028387	CARTERS VALLEY RD / INDEPENDENCE AVE	43TS	914	914	08/26/2025 22:26:29	22:26:29	22:26:29	22:26:29			22:33:03	08/26/2025 22:33:03	0:00	0:00	0:00	0:00	0:00		
2025-028742	HIGHWAY 11 W / UNIVERSITY BLVD	43RKLS	MCPD	MCPD	08/29/2025 22:23:07	22:23:50	22:23:50				22:41:26	08/29/2025 22:41:26	0:43	0:00	0:00	0:00	0:00		
Total Records 33																			
Total Time CFS/ Disp (M)	33:21	Total Time Disp/ Enroute (M)	1:04:42	Total Time Disp/ Arrive (M)	1:15:17	Total Time Disp/ Arrive2 (M)	1:39:00	Min Time CFS/Disp (M)	0:00	Max Time CFS/Disp (M)	16:44	Min Time Disp/Enr (M)	0:00	Max Time Disp/Enr (M)	1:02:21	Min Time Disp/Arrive (N)	0:00	Max Time Disp/Arrive (M)	45:22
Average Time CFS/Disp (M)	1:00	Average Time Disp/Enroute (M)	1:55	Average Time Enroute/Arrive (M)	0:21	Average Time Disp/Arrive (M)	2:16	Average Time Arrive/Left (M)	2:00	Average Time Left/Arrive2 (M)	1:00	Average Time Disp/Arrive2 (M)	3:00	Average Time Arrive2/Clear (M)	1:28				
242																			

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-026653	CARTERS VALLEY RD / WOLFE LN	43TS	242	904	08/12/2025 15:53:54	15:53:54	15:53:54	15:53:54			16:02:54	08/12/2025 16:02:54	0:00	0:00	0:00	0:00	0:00
2025-026667	CARTERS VALLEY RD / WOLFE LN	43MOA	242	904	08/12/2025 17:39:31	17:39:38	17:39:38	17:39:38			17:55:14	08/12/2025 17:55:14	0:07	0:00	0:00	0:00	0:00
2025-026697	CARTERS VALLEY RD / WOLFE LN	43TS	242	904	08/12/2025 20:49:13	20:49:13	20:49:13	20:49:13			21:00:16	08/12/2025 21:00:16	0:00	0:00	0:00	0:00	0:00
2025-026822	CARTERS VALLEY RD / WOLFE LN	43TS	242	904	08/13/2025 21:04:15	21:04:15	21:04:15	21:04:15			21:25:41	08/13/2025 21:25:41	0:00	0:00	0:00	0:00	0:00
2025-027407	219 W ELLIS LN, MOUNT CARMEL	43TS	242	906	08/18/2025 19:56:20	19:56:20	19:56:20	19:56:20			20:02:23	08/18/2025 20:02:23	0:00	0:00	0:00	0:00	0:00
2025-027464	CARTERS VALLEY RD / FRANCISCO LN	43TS	242	905	08/19/2025 13:16:34	13:16:35	13:16:35	13:16:35			13:20:52	08/19/2025 13:20:53	0:01	0:00	0:00	0:00	0:00
Total Records 6																	
Total Time CFS/ Disp (M) 0:08	Total Time CFS/ Enroute (M) 0:00	Total Time Disp/ Arrive (M) 0:00	Total Time Disp/ Arrive2 (M) 0:00	Total Time Disp/ Arrive2 (M) 0:00	Min Time CFS/Disp (M) 0:00	Max Time CFS/Disp (M) 0:07	Min Time Disp/Enr (M) 0:00	Max Time Disp/Enr (M) 0:00	Min Time Disp/Arrive (M) 0:00	Max Time Disp/Arrive (M) 0:00	Average Time Disp/Enr (M) 0:00	Average Time Arrive2/Clear (M) 0:00					
Average Time CFS/Disp (M) 0:01	Average Time Disp/Enroute (M) 0:00	Average Time Enroute/Arrive (M) 0:00	Average Time Disp/Arrive (M) 0:00	Average Time Arrive/Left (M) 0:00	Average Time Left/Arrive2 (M) 0:00	Average Time Arrive2 (M) 0:00											
249																	
CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-028738	MM 18 SR 1 (HIGHWAY 11 W.) I 5955 HIGHWAY 11 W., ROGERSVILLE	43CKP	249	904	08/29/2025 20:41:56	21:04:59	21:04:59	21:05:40			23:11:21	08/30/2025 00:10:32	23:03	0:00	0:41	0:41	0:00
Total Records 1																	
Total Time CFS/ Disp (M) 23:03	Total Time CFS/ Enroute (M) 0:00	Total Time Disp/ Arrive (M) 0:41	Total Time Disp/ Arrive2 (M) 0:00	Total Time Disp/ Arrive2 (M) 0:00	Min Time CFS/Disp (M) 0:00	Max Time CFS/Disp (M) 23:03	Min Time Disp/Enr (M) 0:00	Max Time Disp/Enr (M) 0:00	Min Time Disp/Arrive (M) 0:00	Max Time Disp/Arrive (M) 0:41	Average Time Disp/Enr (M) 0:00	Average Time Arrive2/Clear (M) 0:00					
Average Time CFS/Disp (M) 23:03	Average Time Disp/Enroute (M) 0:00	Average Time Enroute/Arrive (M) 0:41	Average Time Disp/Arrive (M) 0:41	Average Time Arrive/Left (M) 0:00	Average Time Left/Arrive2 (M) 0:00	Average Time Arrive2 (M) 0:00											
257																	
CAD Report 165																	
09/08/2025 09:29																	

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-026638	CARTERS VALLEY RD / STATE HIGHWAY 714	43TS	257	904	08/11/2025 22:08:19	22:08:19	22:08:19	22:08:19			22:14:38	08/11/2025 22:14:38	0:00	0:00	0:00	0:00	0:00
2025-026622	WAY CROSS RD / CARTERS VALLEY RD	43TS	257	905	08/12/2025 13:48:32	13:48:32	13:48:32	13:48:32			13:55:11	08/12/2025 13:55:11	0:00	0:00	0:00	0:00	0:00
2025-026694	CARTERS VALLEY RD / STATE HIGHWAY 714	43TS	257	904	08/12/2025 20:12:06	20:12:06	20:12:06	20:12:06			20:22:43	08/12/2025 20:22:43	0:00	0:00	0:00	0:00	0:00
2025-027418	CARTERS VALLEY RD / DEAD END	43TS	257	906	08/18/2025 21:32:34	21:32:34	21:32:34	21:32:34			21:41:40	08/18/2025 21:41:40	0:00	0:00	0:00	0:00	0:00
2025-027619	107 HOMMEL DR, CHURCH HILL	47STR	257	903	08/20/2025 18:37:22	18:37:22	18:37:22	18:37:22			18:46:41	08/20/2025 19:40:14	16:04	0:00	0:05	0:05	0:00

Total Records 5

Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/	Total Time Disp/
16:04	0:00	0:05	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Average Time CFS/Disp (M)	Average Time Enroute/Arrive (M)	Average Time Enroute/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Disp/Arrive (M)
3:12	0:00	0:01	0:01	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-026681	935 E MAIN BLVD, CHURCH HILL	43ANC1	258	904	08/12/2025 18:55:37	18:55:37	18:55:37	18:55:37			19:54:57	08/12/2025 19:54:57	0:00	0:00	0:00	0:00	0:00
2025-026962	HIGHWAY 11 W / W MAIN BLVD	43RKL	258	MCPD	08/15/2025 06:07:35	06:09:19	06:09:19	06:17:19			06:17:19	08/15/2025 06:17:19	1:44	0:00	0:00	0:00	0:00
2025-027123	HIGHWAY 11 W / HAWKINS AVE	43RKL	258	MCPD	08/16/2025 13:34:16	13:35:03	13:35:03	14:11:11			14:11:11	08/16/2025 14:11:11	0:47	0:00	0:00	0:00	0:00
2025-027583	HIGHWAY 11 W / SILVER LAKE RD	43TS	258	904	08/20/2025 13:42:23	13:42:51	13:42:51	13:42:51			13:44:10	08/20/2025 13:44:10	0:28	0:00	0:06	0:06	0:00
2025-027896	COLD COMFORT RD / MONTGOMERY AVE	43TS	258	903	08/22/2025 19:50:29	19:50:29	19:50:29	19:50:29			22:47:11	08/22/2025 22:47:11	0:00	0:19	0:00	-1:-19	1:35:38
2025-028348	HIGHWAY 11 W / S CENTRAL AVE	43RKL	258	MCPD	08/26/2025 15:22:18	15:23:21	15:23:21	15:46:31			15:46:31	08/26/2025 15:46:31	1:03	0:00	0:00	0:00	0:00

Total Records 6

Total Time CFS/ Disp (M)	Total Time Disp/ Enroute (M)	Total Time Disp/ Arrive (M)	Total Time Disp/ Arrive2 (M)	Min Time CFS/Disp (M)	Max Time CFS/Disp (M)	Min Time Disp/Enr (M)	Max Time Disp/Enr (M)	Min Time Disp/Arrive (M)	Max Time Disp/Arrive (M)	Min Time CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
Average Time CFS/Disp (M)	Average Time Disp/Enroute (M)	Average Time Enroute/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Arrive/Left (M)	Average Time Left/Arrive2 (M)	Average Time Disp/Arrive2 (M)	Average Time Arrive2/Clear (M)	Average Time Disp/Arrive (M)	Average Time Arrive2/Clear (M)	CFS/Closed	CFS/Ds	Ds/En	Ds/Ar	Ds/A2
0:40	0:03	0:00	0:01	11:09	4:36	15:46	13:40							
259														
2025-025230	442 BAY ST, MOUNT CARMEL	43ANCI 259	900	08:37:21	08:37:21	08:47:23	08:47:23	08:01/2025	08:47:23	08:01/2025	0:00	0:00	0:00	0:00
2025-025263	CARNATION LN / CHEROKEE DR	43RKL 259	906	12:53:11	12:53:11	13:10:26	13:10:26	08/01/2025	13:10:26	08/01/2025	2:08	0:00	13:09	13:09
2025-025265	159 HUNTERS RUN LN, MOUNT CARMEL	43FOL 259	900	13:17:26	13:17:26	13:22:15	13:22:15	08/01/2025	13:22:15	08/01/2025	0:00	0:03	0:00	-1:3
2025-025313	DOLLAR GENERAL (MOUNT CARMEL) 217 E MAIN ST, MOUNT CARMEL	43TS 259	904	18:52:16	18:52:16	18:58:49	18:58:49	08/01/2025	18:58:49	08/01/2025	0:00	0:00	0:00	0:00
2025-025316	O'REILLY AUTO PARTS 106 KAYWOOD AVE, MOUNT CARMEL	43MVC 259	904	19:02:11	19:06:41	19:23:13	19:23:13	08/01/2025	19:23:13	08/01/2025	0:00	4:30	0:00	-5:30
2025-025320	W MAIN ST / BELMONT AVE	43TS 259	904	19:42:37	19:42:37	19:44:30	19:44:30	08/01/2025	19:44:30	08/01/2025	0:00	0:00	0:00	0:00
2025-025322	726 HAMMOND AVE, MOUNT CARMEL	43SUP1 259	903	20:04:44	20:04:44	20:41:21	20:41:21	08/01/2025	20:41:21	08/01/2025	0:13	0:00	0:00	0:00
2025-025333	VALLEY MART 6125 CARTERS VALLEY RD, CHURCH HILL	43TS 259	904	20:56:59	21:00:19	22:00:57	22:00:57	08/01/2025	22:00:57	08/01/2025	0:00	3:20	0:00	-4:20
2025-025341	INDEPENDENCE AVE / CARTERS VALLEY RD	43TS 259	904	22:09:08	22:09:08	23:10:10	23:10:10	08/01/2025	23:10:10	08/01/2025	0:00	0:00	0:00	55:15
2025-025377	720 REDWOOD ST, MOUNT CARMEL	47LA 259	904	10:24:35	10:24:35	10:25:00	10:25:00	08/02/2025	10:25:00	08/02/2025	9:43	0:00	0:03	0:00
2025-025383	OAK GROVE BAPTIST CHURCH 311 CYPRESS ST, MOUNT CARMEL	43SUS1 259	903	10:41:26	10:41:26	11:15:44	11:15:44	08/02/2025	11:15:44	08/02/2025	0:24	0:00	7:42	0:00

259

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-025401	DOLLAR GENERAL (MOUNT CARMEL) 217 E MAIN ST, MOUNT CARMEL	43TS	259	904	08/02/2025 12:56:49	12:56:49	13:46:45	13:46:45	12:56:49		13:14:26	08/02/2025 13:14:26	0:00	0:00	0:00	0:00	0:00
2025-025413	560 CEDAR ST, MOUNT CARMEL	43DIS	259	904	08/02/2025 13:45:46	13:46:45	13:46:45	13:46:48			14:21:46	08/02/2025 14:21:46	0:59	0:00	0:03	0:03	0:00
2025-025428	HARDEES (MOUNT CARMEL) 524 W MAIN ST, MOUNT CARMEL	43MOA	259	904	08/02/2025 15:22:33	15:22:33	15:22:33	15:22:33			15:54:18	08/02/2025 15:54:18	0:00	0:00	0:00	0:00	0:00
2025-025433	HIGHWAY 11 W / INDEPENDENCE AVE	MVCE	259	904	08/02/2025 16:11:22	16:12:21	16:12:21	16:14:54			16:55:10	08/02/2025 17:08:53	0:59	0:00	2:33	2:33	0:00
2025-025441	1556 INDEPENDENCE AVE, MOUNT CARMEL	911UNI	259	904	08/02/2025 17:00:04	17:01:02	17:01:02	17:01:39			17:04:55	08/02/2025 17:04:55	0:58	0:00	0:37	0:37	0:00
2025-025527	1439 WOLFE LN UNITD01, MOUNT CARMEL	43MEN	259	904	08/03/2025 11:25:53	11:26:41	11:26:41	11:34:14			11:59:35	08/03/2025 11:59:35	0:48	0:00	7:33	7:33	0:00
2025-025532	HAMMOND AVE / E MAIN ST	43MVC	259	904	08/03/2025 12:46:23	12:46:50	12:46:50	12:53:09			13:17:06	08/03/2025 13:17:06	0:27	0:00	6:19	6:19	0:00
2025-025536	133 NICOLE DR, MOUNT CARMEL	911UNI	259	904	08/03/2025 13:16:18	13:17:09	13:17:09	13:19:26			13:21:07	08/03/2025 13:21:07	0:51	0:00	2:17	2:17	0:00
2025-025542	MEADOW SPRINGS LN / INDEPENDENCE AVE	43TS	259	904	08/03/2025 14:20:56	14:20:56	14:20:56	14:20:56			14:42:48	08/03/2025 14:42:48	0:00	0:00	0:00	0:00	0:00
2025-025565	BELMONT AVE / W MAIN ST	43TS	259	904	08/03/2025 18:44:02	18:44:02	18:44:02	18:44:02			18:49:12	08/03/2025 18:49:12	0:00	0:00	0:00	0:00	0:00
2025-025575	INDEPENDENCE AVE / SPRUCE ST	43TS	259	904	08/03/2025 20:07:18	20:07:18	20:19:15	20:07:18			20:26:57	08/03/2025 20:26:57	0:00	11:57	0:00	-12:57	0:00
2025-025609	WALNUT ST / UNIVERSITY BLVD	43TS	259	904	08/04/2025 07:26:30	07:26:30	07:26:30	07:26:30			07:35:43	08/04/2025 07:35:43	0:00	0:00	0:00	0:00	0:00
2025-025622	HARDEES (MOUNT CARMEL) 524 W MAIN ST, MOUNT CARMEL	43TS	259	904	08/04/2025 09:26:00	09:26:00	09:26:00	09:26:00			09:32:03	08/04/2025 09:32:03	0:00	0:00	0:00	0:00	0:00
2025-025627	O'REILLY AUTO PARTS 106 KAYWOOD AVE, MOUNT CARMEL	43SXD	259	906	08/04/2025 10:25:17	10:25:54	10:25:54	10:55:43			11:51:27	08/04/2025 11:51:27	0:37	0:00	29:49	29:49	0:00

259

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-025658	1022 INDEPENDENCE AVE, MOUNT CARMEL	43FOL	259	903	08/04/2025 15:58:20	15:58:20	15:58:20	15:58:20	15:58:24		16:07:27	08/04/2025 16:07:27	0:00	0:00	0:04	0:04	0:00
2025-025664	HARDEES (MOUNT CARMEL) J 524 W MAIN ST, MOUNT CARMEL	43RKL	259	MCPD	08/04/2025 17:04:27	17:05:44					17:25:30	08/04/2025 17:25:30	1:17	0:00	0:00	0:00	0:00
2025-025682	409 GALLUP AVE, MOUNT CARMEL	43DIS	259	905	08/04/2025 19:30:15	19:30:27	19:30:27	19:37:59			21:05:24	08/04/2025 21:05:24	0:12	0:00	7:32	7:32	0:00
2025-025686	HIGHWAY 11 W / HAMMOND AVE	43RKL	259	MCPD	08/04/2025 19:50:58	19:54:17					20:29:02	08/04/2025 20:29:02	3:19	0:00	0:00	0:00	0:00
2025-025726	W ELLIS LN / HAMMOND AVE	43WCK	259	904	08/05/2025 07:17:08	08:06:59	08:06:59	08:07:58	08:06:59	08:18:07	08:18:19	08/05/2025 07:54:23	49:51	0:00	0:00	0:00	11:08
2025-025729	W ELLIS LN / HAMMOND AVE	43FOL	259	904	08/05/2025 07:49:15	07:58:34	07:58:34	07:58:36			08:06:59	08/05/2025 08:07:43	9:19	0:00	0:02	0:02	0:00
2025-025741	DOLLAR GENERAL (MOUNT CARMEL) J 217 E MAIN ST, MOUNT CARMEL	43TS	259	904	08/05/2025 09:51:10	09:51:10		09:51:10			09:54:03	08/05/2025 09:58:57	0:00	0:00	0:00	0:00	0:00
2025-025743	VALLEY MART J 6125 CARTERS VALLEY RD, CHURCH HILL	43TS	259	904	08/05/2025 10:22:57	10:22:57		10:22:57			10:30:37	08/05/2025 10:30:37	0:00	0:00	0:00	0:00	0:00
2025-025752	VALLEY MART J 6125 CARTERS VALLEY RD, CHURCH HILL	43TS	259	904	08/05/2025 12:27:54	12:27:54	12:28:12	12:27:54			12:35:56	08/05/2025 12:34:26	0:00	0:18	0:00	-1:18	0:00
2025-025784	HAMMOND AVE / E MAIN ST	43MVC	259	905	08/05/2025 17:09:30	17:09:57	17:09:57	17:18:59			17:37:00	08/05/2025 17:37:00	0:27	0:00	9:02	9:02	0:00
2025-025796	INDEPENDENCE AVE / BAY ST	43ANCI	259	903	08/05/2025 18:48:35	18:57:52	18:57:52	18:58:11			19:14:56	08/05/2025 19:14:56	9:17	0:00	0:19	0:19	0:00
2025-025797	720 REDWOOD ST, MOUNT CARMEL	43WCK	259	903	08/05/2025 18:48:52	19:14:58	19:15:04	19:15:09			19:23:31	08/05/2025 19:23:33	26:06	0:06	0:11	0:05	0:00
2025-025817	1440 WOLFE LN UNITA15, MOUNT CARMEL	43SUSI	259	903	08/05/2025 21:41:44	21:43:14	21:43:14	21:54:01			22:00:19	08/05/2025 22:00:19	1:30	0:00	10:47	10:47	0:00
2025-025834	136 HEMLOCK ST, MOUNT CARMEL	47STR	259	904	08/06/2025 07:43:19	07:47:45	07:47:45	07:48:36			08:18:32	08/06/2025 08:59:25	4:26	0:00	0:51	0:51	0:00
2025-025844	HAMMOND AVE / HUNTERS RUN LN	43RKL	259	MCPD	08/06/2025 09:29:01	09:29:33	09:36:34				09:37:55	08/06/2025 09:37:55	0:32	7:01	0:00	0:00	0:00

259

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-025845	CARTERS VALLEY RD / OLD HICKORY DR	43TS	259	906	08/06/2025 09:39:26	09:39:26	09:39:26	09:39:31			09:43:03	08/06/2025 09:43:03	0:00	0:00	0:05	0:05	0:00
2025-025873	HIGHWAY 11 W / KAYWOOD AVE	43ATC	259	906	08/06/2025 12:36:58	12:40:41	12:40:41				13:13:17	08/06/2025 13:13:18	3:43	0:00	0:00	0:00	0:00
2025-025882	MOUNT CARMEL ELEMENTARY SCHOOL 127 CHERRY ST, MOUNT CARMEL	43SZ	259	903	08/06/2025 14:33:27	14:33:27	14:33:27	14:33:27			15:16:35	08/06/2025 15:16:35	0:00	0:00	0:00	0:00	0:00
2025-025928	BIG ELM RD / CARTERS VALLEY RD	43TS	259	905	08/06/2025 18:56:02	18:56:02	18:56:02	18:56:02			19:01:46	08/06/2025 19:01:46	0:00	0:00	0:00	0:00	0:00
2025-025933	544 WALNUT ST, MOUNT CARMEL	43MVC	259	905	08/06/2025 19:11:32	19:11:50	19:11:50	19:11:50			19:18:42	08/06/2025 19:18:42	0:18	0:00	0:00	0:00	0:00
2025-025934	865 TOPEKA DR, MOUNT CARMEL	43FOL	259	905	08/06/2025 19:18:57	19:18:57	19:18:57	19:26:31			19:36:31	08/06/2025 19:36:31	0:00	0:00	7:34	7:34	0:00
2025-025993	HIGHWAY 11 W / HAMMOND AVE	43SUSI	259	904	08/07/2025 09:22:07	09:22:07	09:22:07	09:22:07			09:39:44	08/07/2025 09:39:44	0:00	0:00	0:00	0:00	0:00
2025-026021	HIGHWAY 11 W / ENGLEWOOD AVE	43MOA	259	906	08/07/2025 13:48:57	13:49:20	13:49:20	13:51:58			14:10:29	08/07/2025 14:10:29	0:23	0:00	2:38	2:38	0:00
2025-026029	KAYWOOD AVE / HIGHWAY 11 W	72MVC	259	904	08/07/2025 15:08:11	15:11:00	15:11:00	15:27:06			15:42:45	08/07/2025 15:42:45	2:49	0:00	16:06	16:06	0:00
2025-026047	HIGHWAY 11 W / KAYWOOD AVE	43FOL	259	905	08/07/2025 16:25:40	16:26:54	16:26:54	16:26:54			16:33:43	08/07/2025 16:33:43	1:14	0:00	0:00	0:00	0:00
2025-026064	222 OAK ST, MOUNT CARMEL	43DIS	259	906	08/07/2025 18:27:30	18:28:04	18:28:04	18:31:19			18:42:46	08/07/2025 18:42:46	0:34	0:00	3:15	3:15	0:00
2025-026073	407 PINE ST, MOUNT CARMEL	43DOM	259	903	08/07/2025 19:24:34	19:25:00	19:25:00	19:29:00			19:51:44	08/07/2025 19:51:44	0:26	0:00	4:00	4:00	0:00
2025-026083	1440 WOLFE LN UNITA15, MOUNT CARMEL	43INFO	259	903	08/07/2025 20:55:51	20:56:43	20:56:43	20:56:43			21:14:25	08/07/2025 21:14:25	0:52	0:00	0:00	0:00	0:00
2025-026139	INDEPENDENCE AVE / SEVEN OAKS DR	43TS	259	904	08/08/2025 11:13:14	11:13:14	11:13:14	11:13:14			11:19:38	08/08/2025 11:19:38	0:00	0:00	0:00	0:00	0:00
2025-026144	1231 LLOYDS CHAPEL RD, MOUNT CARMEL	43TS	259	904	08/08/2025 12:08:27	12:08:27	12:08:27	12:08:27	12:59:02	13:23:05	13:44:22	08/08/2025 13:44:22	0:00	0:00	0:00	0:00	1:15:38

259

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En Ds/Ar	En/Ar	Ds/A2
2025-026169	MOUNT CARMEL ELEMENTARY SCHOOL 127 CHERRY ST, MOUNT CARMEL	43SZ	259	903	08/08/2025 14:48:29	14:48:29	14:48:29	14:48:29			15:29:40	08/08/2025 15:29:41	0:00	0:00	0:00	0:00
2025-026196	OLD HICKORY CIR / INDEPENDENCE AVE	43TS	259	905	08/08/2025 18:19:26	18:19:26	18:19:26	18:19:26			18:30:48	08/08/2025 18:30:48	0:00	0:00	0:00	0:00
2025-026449	453 OLD HICKORY CIR, MOUNT CARMEL	43TS	259	905	08/11/2025 11:27:54	11:27:54	11:27:54	11:27:54			11:36:17	08/11/2025 11:36:18	0:00	0:00	0:00	0:00
2025-026466	E ELLIS LN / INDEPENDENCE AVE	43TS	259	905	08/11/2025 14:23:43	14:23:43	14:23:43	14:23:43			14:28:45	08/11/2025 14:28:45	0:00	0:00	0:00	0:00
2025-026503	INDEPENDENCE AVE / E MAIN ST	43RKL	259	906	08/11/2025 18:42:04	18:43:32	18:43:32	18:50:50			19:02:08	08/11/2025 19:02:08	1:28	0:00	7:18	0:00
2025-026518	OAK GROVE BAPTIST CHURCH 311 CYPRESS ST, MOUNT CARMEL	43TS	259	906	08/11/2025 19:44:57	19:44:57	19:44:57	19:44:57			19:48:34	08/11/2025 19:48:34	0:00	0:00	0:00	0:00
2025-026519	REDWOOD ST / DAFFODIL LN	43TS	259	904	08/11/2025 20:01:52	20:01:53	20:01:53	20:01:53			20:51:05	08/11/2025 20:51:05	0:01	0:00	0:00	0:00
2025-026533	6562 CARTERS VALLEY RD, CHURCH HILL	43TS	259	904	08/11/2025 21:32:43	21:33:01	21:33:01	21:33:06			21:44:11	08/11/2025 21:44:11	0:18	0:00	0:05	0:00
2025-026586	CARTERS VALLEY RD / OLD HICKORY DR	43TS	259	905	08/12/2025 10:35:22	10:35:22	10:35:22	10:35:22			10:38:46	08/12/2025 10:38:46	0:00	0:00	0:00	0:00
2025-026592	BIG ELM RD / CARTERS VALLEY RD	43TS	259	905	08/12/2025 11:08:21	11:08:21	11:08:21	11:08:21			11:17:13	08/12/2025 11:17:14	0:00	0:00	0:00	0:00
2025-026596	506 RAMBLEWOOD ST, MOUNT CARMEL	47LA	259	905	08/12/2025 11:49:07	11:52:24	11:52:24	11:52:30			12:04:18	08/12/2025 12:12:55	3:17	0:00	0:06	0:00
2025-026612	6562 CARTERS VALLEY RD, CHURCH HILL	43TS	259	905	08/12/2025 13:12:37	13:12:37	13:12:37	13:12:37			13:18:38	08/12/2025 13:18:38	0:00	0:00	0:00	0:00
2025-026663	CARTERS VALLEY RD / ROSE LN	43TS	259	904	08/12/2025 16:40:55	16:40:55	16:40:55	16:40:55			17:13:12	08/12/2025 17:13:12	0:00	0:00	0:00	0:00
2025-026699	SKIPEZ MOUNT CARMEL 106 W MAIN ST, MOUNT CARMEL	43TS	259	904	08/12/2025 21:22:45	21:22:45	21:23:12	21:22:45			21:30:29	08/12/2025 21:30:29	0:00	0:27	0:00	0:00
CAD Report 165																09/08/2025 09:29

259

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-026700	SKIPEZ MOUNT CARMEL 106 W MAIN ST, MOUNT CARMEL	43TS	259	904	08/12/2025 21:44:49	21:44:49	21:44:49	21:44:49			21:53:23	08/12/2025 21:53:23	0:00	0:00	0:00	0:00	0:00
2025-026701	OREILLY AUTO PARTS 106 KAYWOOD AVE, MOUNT CARMEL	43PUR	259	904	08/12/2025 21:54:32	21:54:32	21:54:32				22:42:42	08/12/2025 22:42:42	0:00	0:00	0:00	0:00	0:00
2025-026785	224 ATLANTA AVE, MOUNT CARMEL	43FOL	259	904	08/13/2025 14:51:06	14:51:06	14:51:06	14:51:06			15:13:57	08/13/2025 15:13:57	0:00	0:00	0:00	0:00	0:00
2025-026797	106 BELMONT AVE, MOUNT CARMEL	43THF	259	906	08/13/2025 16:05:48	16:09:06	16:09:06	16:22:22			16:48:03	08/13/2025 16:48:03	3:18	0:00	13:16	13:16	0:00
2025-026798	1475 WOLFE LN, MOUNT CARMEL	43MOA	259	904	08/13/2025 16:07:02	16:07:02	16:07:02	16:07:02			16:13:06	08/13/2025 16:13:06	0:00	0:00	0:00	0:00	0:00
2025-026799	436 BAY ST, MOUNT CARMEL	47UNR	259	904	08/13/2025 16:14:29	16:16:08	16:16:08	16:20:03			16:39:28	08/13/2025 17:31:31	1:39	0:00	3:55	3:55	0:00
2025-026805	134 LOCUST ST, MOUNT CARMEL	72SFR	259	904	08/13/2025 18:31:25	18:31:37	18:31:37	18:32:55			19:07:40	08/13/2025 19:07:40	0:12	0:00	1:18	1:18	0:00
2025-026810	CARTERS VALLEY RD / JONES EST DR	43TS	259	904	08/13/2025 19:51:38	19:51:38	20:12:04	19:51:38			20:12:21	08/13/2025 20:12:21	0:00	20:26	0:00	-21:-26	0:00
2025-026817	SPRUCE ST / INDEPENDENCE AVE	43TS	259	906	08/13/2025 20:33:11	20:33:11	20:33:11	20:33:11			20:40:21	08/13/2025 20:40:21	0:00	0:00	0:00	0:00	0:00
2025-026824	REDWOOD ST / INDEPENDENCE AVE	43TS	259	904	08/13/2025 21:32:20	21:32:20	21:32:20	21:32:20			21:47:23	08/13/2025 21:47:23	0:00	0:00	0:00	0:00	0:00
2025-026830	GREENVALE BAPTIST CHURCH 6909 CARTERS VALLEY RD, CHURCH HILL	43TS	259	904	08/13/2025 21:59:44	21:59:44	21:59:49	21:59:44			22:01:38	08/13/2025 22:01:38	0:00	0:05	0:00	-1:-5	0:00
2025-026833	6562 CARTERS VALLEY RD, CHURCH HILL	43TS	259	906	08/13/2025 22:08:31	22:08:31	22:08:31	22:08:31			22:29:20	08/13/2025 22:29:20	0:00	0:00	0:00	0:00	0:00
2025-026858	648 HIWASSEE DR, MOUNT CARMEL	47FALL	259	905	08/14/2025 08:10:16	08:14:40	08:14:40	08:14:47			08:24:24	08/14/2025 09:30:21	4:24	0:00	0:07	0:07	0:00
2025-026884	MOUNT CARMEL ELEMENTARY SCHOOL 127 CHERRY ST, MOUNT CARMEL	911UNI	259	905	08/14/2025 12:17:58	12:23:22	12:23:22	12:29:55			12:30:35	08/14/2025 12:30:35	5:24	0:00	6:33	6:33	0:00

259

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-026894	522 POPLAR ST, MOUNT CARMEL	43TS	259	905	08/14/2025 14:10:02	14:10:02	14:10:02	14:10:02	14:10:02		14:18:06	08/14/2025 14:18:06	0:00	0:00	0:00	0:00	0:00
2025-026904	MOUNT CARMEL UNITED METHODIST 550 INDEPENDENCE AVE, MOUNT CARMEL	43TS	259	906	08/14/2025 15:28:37	15:28:37	15:33:57	15:28:37	15:28:37		15:58:39	08/14/2025 15:58:39	0:00	5:20	0:00	-6:-20	0:00
2025-026914	HARDEES (MOUNT CARMEL) 524 W MAIN ST, MOUNT CARMEL	43TS	259	904	08/14/2025 17:14:16	17:14:16	17:14:16	17:14:16	17:14:16		17:39:17	08/14/2025 17:39:17	0:00	0:00	0:00	0:00	0:00
2025-026941	INDEPENDENCE AVE / ARNOTT DR	43TS	259	904	08/14/2025 21:05:55	21:05:55	21:05:55	21:05:55	21:05:55		21:16:12	08/14/2025 21:16:12	0:00	0:00	0:00	0:00	0:00
2025-026943	BEECH ST / BELMONT AVE	43TS	259	906	08/14/2025 21:34:12	21:34:12	21:34:12	21:34:12	21:34:12		21:37:57	08/14/2025 21:37:57	0:00	0:00	0:00	0:00	0:00
2025-026946	160 W MAIN ST, MOUNT CARMEL	43SUSI	259	904	08/14/2025 21:51:35	21:51:35	21:51:35	21:51:35	21:51:35		22:11:50	08/14/2025 22:11:50	0:00	0:00	0:00	0:00	0:00
2025-026995	DOLLAR GENERAL (MOUNT CARMEL) 217 E MAIN ST, MOUNT CARMEL	47UNR	259	903	08/15/2025 11:53:32	11:54:22	11:54:22	11:55:44	11:55:44		12:01:48	08/15/2025 12:01:48	0:50	0:00	1:22	1:22	0:00
2025-027013	715 HAMMOND AVE, MOUNT CARMEL	43TS	259	904	08/15/2025 15:10:54	15:10:54	15:10:54	15:10:54	15:10:54		15:18:17	08/15/2025 15:18:18	0:00	0:00	0:00	0:00	0:00
2025-027018	OAK ST / HAMMOND AVE	43TS	259	904	08/15/2025 15:29:44	15:29:44	15:29:44	15:29:44	15:29:44		16:05:00	08/15/2025 16:05:00	0:00	0:00	0:00	0:00	0:00
2025-027033	REDWOOD ST / DAFFODIL LN	43TS	259	904	08/15/2025 17:39:19	17:39:19	17:39:19	17:39:19	17:39:19		17:46:29	08/15/2025 17:46:29	0:00	0:00	0:00	0:00	0:00
2025-027055	6562 CARTERS VALLEY RD, CHURCH HILL	43TS	259	904	08/15/2025 19:53:40	19:53:40	19:53:44	19:53:40	19:53:40		20:06:25	08/15/2025 20:07:57	0:00	0:04	0:00	-1:-4	0:00
2025-027066	RUB A DUB CAR WASH (MOUNT CARMEL) 436 W MAIN ST, MOUNT CARMEL	43TS	259	904	08/15/2025 21:31:16	21:31:16	21:31:19	21:31:16	21:31:16		21:36:25	08/15/2025 21:36:25	0:00	0:03	0:00	-1:-3	0:00
2025-027069	DOLLAR GENERAL (MOUNT CARMEL) 217 E MAIN ST, MOUNT CARMEL	43LOCI	259	904	08/15/2025 21:36:48	21:36:48	21:36:51	21:36:48	21:36:48		22:46:09	08/15/2025 22:46:09	0:00	0:03	0:00	-1:-3	0:00

259

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-027075	E MAIN ST / HAMMOND AVE	43MOA	259	904	08/15/2025 22:48:01	22:48:01	22:48:01	22:48:01	22:48:01		23:01:22	08/15/2025 23:01:22	0:00	0:00	0:00	0:00	0:00
2025-027286	ENGLEWOOD AVE / HIGHWAY 11 W	43MOA	259	904	08/18/2025 08:00:47	08:00:47	08:48:08	08:00:47	08:00:47		10:05:04	08/18/2025 10:05:04	0:00	47:21	0:00	-48:-21	0:00
2025-027294	714 REDWOOD ST, MOUNT CARMEL	43ANCI	259	905	08/18/2025 08:46:59	08:47:16	08:47:16	10:31:36	10:31:36		10:40:01	08/18/2025 10:28:12	0:17	0:00	1:44:20	1:44:20	0:00
2025-027333	5849 CARTERS VALLEY RD, CHURCH HILL	47CXP	259	904	08/18/2025 13:17:20	13:21:30	13:21:30	13:22:31	13:22:31		13:44:56	08/18/2025 14:19:08	4:10	0:00	1:01	1:01	0:00
2025-027352	MOUNT CARMEL ELEMENTARY SCHOOL 127 CHERRY ST, MOUNT CARMEL	43SZ	259	903	08/18/2025 14:44:44	14:44:44	14:44:44	14:44:44	14:44:44		15:28:30	08/18/2025 15:28:30	0:00	0:00	0:00	0:00	0:00
2025-027372	HIGHWAY 11 W / INDEPENDENCE AVE	43TS	259	906	08/18/2025 16:31:28	16:31:28	16:31:28	16:31:28	16:31:28		16:33:35	08/18/2025 16:33:35	0:00	0:00	0:00	0:00	0:00
2025-027376	347 E ELLIS LN, MOUNT CARMEL	43TS	259	906	08/18/2025 17:10:11	17:10:11	17:10:11	17:10:11	17:10:11		17:14:03	08/18/2025 17:37:36	0:00	0:00	0:00	0:00	0:00
2025-027390	6562 CARTERS VALLEY RD, CHURCH HILL	43TS	259	906	08/18/2025 18:19:44	18:19:44	18:19:44	18:19:44	18:19:44		18:27:15	08/18/2025 18:29:00	0:00	0:00	0:00	0:00	0:00
2025-027446	HIGHWAY 11 W / KAYWOOD AVE	43MVC	259	904	08/19/2025 09:12:05	09:12:17	09:12:17	09:12:17	09:12:17		09:14:35	08/19/2025 09:46:46	0:12	0:00	0:00	0:00	0:00
2025-027447	INDEPENDENCE AVE / MEADOW SPRINGS LN	43TS	259	904	08/19/2025 09:14:32	09:14:35	09:14:35	09:14:35	09:14:35	10:04:51	10:18:30	08/19/2025 10:18:30	0:03	0:00	0:00	0:00	50:16
2025-027452	108 SUNRISE MEADOWS CT, MOUNT CARMEL	43ANCI	259	905	08/19/2025 09:36:55	09:37:35	09:37:35	09:37:35	09:37:35		10:14:03	08/19/2025 10:14:03	0:40	0:00	0:00	0:00	0:00
2025-027472	MOUNT CARMEL ELEMENTARY SCHOOL 127 CHERRY ST, MOUNT CARMEL	43SZ	259	903	08/19/2025 14:32:34	14:32:34	14:32:34	14:32:34	14:32:34		15:28:52	08/19/2025 15:28:52	0:00	0:00	0:00	0:00	0:00
2025-027492	263 WOLFE LAUREL DR, MOUNT CARMEL	43JUV	259	903	08/19/2025 17:46:13	17:46:36	17:46:36	17:50:13	17:50:13		18:13:44	08/19/2025 18:13:44	0:23	0:00	3:37	3:37	0:00
2025-027495	1509 MAPLE HILL DR, MOUNT CARMEL	47ALL	259	906	08/19/2025 18:22:41	18:32:10	18:32:10	18:32:10	18:32:10		18:38:13	08/19/2025 19:39:14	9:29	0:00	0:00	0:00	0:00

259

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-027499	306 JEFFERSON AVE, MOUNT CARMEL	43THF	259	906	08/19/2025 19:15:52	19:16:41	19:16:41	19:21:23			19:30:35	08/19/2025 19:30:35	0:49	0:00	4:42	4:42	0:00
2025-027504	MARATHON (MOUNT CARMEL) 152 W MAIN ST, MOUNT CARMEL	43THF	259	903	08/19/2025 19:33:33	19:37:50	19:37:50	19:39:10			19:54:58	08/19/2025 19:54:58	4:17	0:00	1:20	1:20	0:00
2025-027505	ENGLEWOOD AVE / BIRCH ST	43TS	259	906	08/19/2025 19:35:18	19:35:18	19:35:18				19:39:45	08/19/2025 19:39:45	0:00	0:00	0:00	0:00	0:00
2025-027507	HAWKINS COUNTY EMS STATION 6 217 HAMMOND AVE, MOUNT CARMEL	43INFO	259	903	08/19/2025 19:52:55	19:55:01	19:55:01				20:09:11	08/19/2025 20:09:11	2:06	0:00	0:00	0:00	0:00
2025-027519	100 VALLEY CREST DR, MOUNT CARMEL	47SICK	259	906	08/19/2025 21:46:07	21:53:48	22:04:16	21:53:48			22:14:31	08/19/2025 22:59:29	7:41	10:28	0:00	-11:-28	0:00
2025-027568	W MAIN ST / ENGLEWOOD AVE	43TS	259	905	08/20/2025 11:28:31	11:28:31	11:28:31	11:28:52			11:31:19	08/20/2025 11:31:19	0:00	0:00	0:21	0:21	0:00
2025-027569	HIGHWAY 11 W / ENGLEWOOD AVE	43TS	259	904	08/20/2025 11:33:59	11:33:59	11:33:59	11:34:21			11:40:22	08/20/2025 11:40:22	0:00	0:00	0:22	0:22	0:00
2025-027571	BELMONT AVE / W MAIN ST	43TS	259	904	08/20/2025 11:41:36	11:41:36	11:41:36	11:41:40			11:44:52	08/20/2025 11:44:52	0:00	0:00	0:04	0:04	0:00
2025-027589	MOUNT CARMEL ELEMENTARY SCHOOL 127 CHERRY ST, MOUNT CARMEL	43SZ	259	903	08/20/2025 14:31:07	14:31:07	14:31:07	14:31:10			15:12:29	08/20/2025 15:12:29	0:00	0:00	0:03	0:03	0:00
2025-027611	HORIZON CREDIT UNION 130 W MAIN ST, MOUNT CARMEL	43ALC	259	903	08/20/2025 17:34:34	17:35:07	17:35:07	17:36:06			17:39:55	08/20/2025 17:39:55	0:33	0:00	0:59	0:59	0:00
2025-027639	DOLLAR GENERAL (MOUNT CARMEL) 217 E MAIN ST, MOUNT CARMEL	43TS	259	906	08/20/2025 21:08:17	21:08:17	21:08:17				21:13:05	08/20/2025 21:14:51	0:00	0:00	0:00	0:00	0:00
2025-027653	REDWOOD ST / DAFFODIL LN	43TS	259	906	08/20/2025 22:26:14	22:26:14	22:26:14				22:40:43	08/20/2025 22:40:43	0:00	0:00	0:00	0:00	0:00
2025-027681	MCCRACKEN LN / REDWOOD ST	43TS	259	904	08/21/2025 10:15:23	10:15:37	10:15:37	10:15:40			10:18:54	08/21/2025 10:18:54	0:14	0:00	0:03	0:03	0:00
2025-027709	BUILDERS FIRST SOURCE 230 W MAIN ST, MOUNT CARMEL	43TS	259	905	08/21/2025 13:35:05	13:35:05	13:35:05	13:35:10			13:40:04	08/21/2025 13:40:04	0:00	0:00	0:05	0:05	0:00

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-027723	MOUNT CARMEL ELEMENTARY SCHOOL 127 CHERRY ST, MOUNT CARMEL	43SZ	259	903	08/21/2025 14:34:33	14:34:35	14:34:35	14:34:42			15:18:44	08/21/2025 15:18:44	0:02	0:00	0:07	0:07	0:00
2025-027755	ARNOTT DR / INDEPENDENCE AVE	43TS	259	906	08/21/2025 20:12:50	20:12:50	20:12:50				20:15:45	08/21/2025 20:15:45	0:00	0:00	0:00	0:00	0:00
2025-027759	263 WOLFE LAUREL DR, MOUNT CARMEL	43JUV	259	906	08/21/2025 20:57:03	20:58:15	20:58:15	20:58:56			21:20:14	08/21/2025 21:20:14	1:12	0:00	0:41	0:41	0:00
2025-027763	CARTERS VALLEY RD / KINKEAD ST	43MVC	259	903	08/21/2025 21:15:31	21:16:04	21:16:04	21:23:51			21:44:00	08/21/2025 21:44:00	0:33	0:00	7:47	7:47	0:00
2025-027766	263 WOLFE LAUREL DR, MOUNT CARMEL	43CHAI	259	906	08/21/2025 21:26:28	21:44:02	21:44:02				22:04:30	08/21/2025 22:04:30	17:34	0:00	0:00	0:00	0:00
2025-027788	BUILDERS FIRST SOURCE 230 W MAIN ST, MOUNT CARMEL	43TS	259	904	08/22/2025 07:14:46	07:14:46	07:14:46	07:45:24	08:06:24	08:41:14	08:42:03	08/22/2025 08:42:03	0:00	0:00	0:00	0:00	51:38
2025-027797	506 RAMBLEWOOD ST, MOUNT CARMEL	47LA	259	905	08/22/2025 08:23:03	08:42:10	08:42:10	08:42:14			08:44:08	08/22/2025 08:44:08	19:07	0:00	0:04	0:04	0:00
2025-027804	OLD HICKORY CIR / INDEPENDENCE AVE	43TS	259	905	08/22/2025 09:35:37	09:35:37	09:38:07	09:35:37			09:42:05	08/22/2025 09:42:05	0:00	2:30	0:00	-3:30	0:00
2025-027810	OLD HICKORY CIR / INDEPENDENCE AVE	43TS	259	905	08/22/2025 09:59:16	09:59:16	10:03:52	09:59:16			10:23:28	08/22/2025 10:23:28	0:00	4:36	0:00	-5:36	0:00
2025-027847	MOUNT CARMEL CITY HALL 100 E MAIN ST, MOUNT CARMEL	43ANCI	259	904	08/22/2025 13:10:50	13:12:14	13:12:14				13:25:31	08/22/2025 13:25:31	1:24	0:00	0:00	0:00	0:00
2025-027854	MOUNT CARMEL ELEMENTARY SCHOOL 127 CHERRY ST, MOUNT CARMEL	43SZ	259	903	08/22/2025 14:30:44	14:30:44	14:30:44				15:16:33	08/22/2025 15:16:33	0:00	0:00	0:00	0:00	0:00
2025-028099	RUB A DUB CAR WASH (MOUNT CARMEL) 436 W MAIN ST, MOUNT CARMEL	911UNI	259	903	08/24/2025 14:29:28	14:30:25	14:30:25				14:32:24	08/24/2025 14:32:24	0:57	0:00	0:00	0:00	0:00
2025-028106	MOUNT CARMEL CITY HALL 100 E MAIN ST, MOUNT CARMEL	43TS	259	904	08/24/2025 15:37:46	15:37:47	15:37:47				15:42:25	08/24/2025 15:42:25	0:01	0:00	0:00	0:00	0:00

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-028111	CARTERS VALLEY RD / RIVERCHASE DR	43TS	259	904	08/24/2025 17:01:18	17:01:18	17:13:41	17:01:18			17:25:30	08/24/2025 17:25:30	0:00	12:23	0:00	-13:-23	0:00
2025-028127	516 OLD HICKORY DR, MOUNT CARMEL	43TS	259	904	08/24/2025 19:28:48	19:28:48		19:28:48			19:31:18	08/24/2025 19:31:18	0:00	0:00	0:00	0:00	0:00
2025-028138	W MAIN ST / BELMONT AVE	43TS	259	904	08/24/2025 20:41:26	20:41:26	21:01:03	20:41:26			21:14:42	08/24/2025 21:14:42	0:00	19:37	0:00	-20:-37	0:00
2025-028167	CARTERS VALLEY RD / JONES EST DR	43RKL\$	259	MCPD	08/25/2025 07:27:40	07:28:14					07:30:42	08/25/2025 07:30:42	0:34	0:00	0:00	0:00	0:00
2025-028186	DOLLAR GENERAL (MOUNT CARMEL) I 217 E MAIN ST, MOUNT CARMEL	43TS	259	906	08/25/2025 10:52:35	10:52:35	10:52:35	10:52:41			11:02:28	08/25/2025 11:02:28	0:00	0:00	0:06	0:06	0:00
2025-028190	547 SPRUCE ST, MOUNT CARMEL	43TS	259	904	08/25/2025 11:28:05	11:28:05	11:28:05	11:28:10			11:39:21	08/25/2025 11:39:21	0:00	0:00	0:05	0:05	0:00
2025-028195	349 PINE ST, MOUNT CARMEL	PROPE TY DAMAG E	259	904	08/25/2025 12:00:31	12:00:53	12:00:53	12:11:47			12:29:38	08/25/2025 12:29:38	0:22	0:00	10:54	10:54	0:00
2025-028200	DOLLAR GENERAL (MOUNT CARMEL) I 217 E MAIN ST, MOUNT CARMEL	43TS	259	904	08/25/2025 12:35:58	12:35:58		12:35:58			12:47:51	08/25/2025 12:47:51	0:00	0:00	0:00	0:00	0:00
2025-028203	523 IVY LN, MOUNT CARMEL	47HEAL	259	906	08/25/2025 13:13:40	13:21:34		13:21:34			13:30:28	08/25/2025 14:39:57	7:54	0:00	0:00	0:00	0:00
2025-028204	HARDEES (MOUNT CARMEL) I 524 W MAIN ST, MOUNT CARMEL	43TS	259	904	08/25/2025 13:32:33	13:32:33	13:32:40	13:32:33			13:40:22	08/25/2025 13:40:22	0:00	0:07	0:00	-1:-7	0:00
2025-028207	330 W MAIN ST, MOUNT CARMEL	43TS	259	904	08/25/2025 13:42:12	13:42:13		13:42:13			14:00:28	08/25/2025 14:00:28	0:01	0:00	0:00	0:00	0:00
2025-028212	MOUNT CARMEL ELEMENTARY SCHOOL I 127 CHERRY ST, MOUNT CARMEL	43SZ	259	903	08/25/2025 14:33:52	14:33:52		14:33:52			15:18:23	08/25/2025 15:18:23	0:00	0:00	0:00	0:00	0:00
2025-028234	DOVER AVE / BEECH ST	43TS	259	905	08/25/2025 16:51:17	16:51:17		16:51:17			16:57:10	08/25/2025 16:57:10	0:00	0:00	0:00	0:00	0:00
2025-028241	SPRUCE ST / SPRUCE ST	43RKL\$	259	905	08/25/2025 17:16:48	17:17:09	17:17:09	17:36:11			17:51:26	08/25/2025 17:51:26	0:21	0:00	19:02	19:02	0:00

259

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-028242	HAMMOND AVE / HUNTERS RUN LN	43TS	259	905	08/25/2025 17:20:02	17:20:18	17:25:35	17:20:18			17:34:37	08/25/2025 17:34:38	0:16	5:17	0:00	-6:-17	0:00
2025-028257	622 SEVEN OAKS DR, MOUNT CARMEL	47STR	259	905	08/25/2025 18:59:54	19:07:45	19:07:45	19:07:45			19:15:33	08/25/2025 20:47:36	7:51	0:00	0:00	0:00	0:00
2025-028263	SUBWAY (MOUNT CARMEL) 420 W MAIN ST, MOUNT CARMEL	43TS	259	903	08/25/2025 21:46:37	21:46:37	21:47:16	21:46:37			21:55:00	08/25/2025 21:55:00	0:00	0:39	0:00	-1:-39	0:00
2025-028288	HIGHWAY 11 W / ENGLEWOOD AVE	72MVC	259	900	08/26/2025 07:32:49	07:32:55	07:32:55	07:34:02			08:11:57	08/26/2025 08:11:57	0:06	0:00	1:07	1:07	0:00
2025-028342	MOUNT CARMEL ELEMENTARY SCHOOL 127 CHERRY ST, MOUNT CARMEL	43SZ	259	903	08/26/2025 14:32:54	14:32:54	14:32:54	14:33:07			14:49:22	08/26/2025 14:49:22	0:00	0:00	0:13	0:13	0:00
2025-028345	HIGHWAY 11 W / KAYWOOD AVE C	43MVC	259	906	08/26/2025 14:44:59	14:46:47	14:46:47	14:51:11			15:52:29	08/26/2025 15:52:29	1:48	0:00	4:24	4:24	0:00
2025-028373	312 W MAIN ST, MOUNT CARMEL	43SUSI	259	905	08/26/2025 18:49:34	18:50:22	18:50:22				18:55:18	08/26/2025 18:55:18	0:48	0:00	0:00	0:00	0:00
2025-028423	HIGHWAY 11 W / KAYWOOD AVE	43TS	259	906	08/27/2025 08:57:46	08:57:46		08:57:46			09:06:12	08/27/2025 09:06:12	0:00	0:00	0:00	0:00	0:00
2025-028429	SEVEN OAKS DR / INDEPENDENCE AVE	43TS	259	906	08/27/2025 09:22:31	09:22:31	09:29:21	09:22:31			10:29:02	08/27/2025 10:29:02	0:00	6:50	0:00	-7:-50	0:00
2025-028446	1445 INDEPENDENCE AVE, MOUNT CARMEL	43TS	259	906	08/27/2025 10:55:32	10:55:32		10:55:32			11:32:28	08/27/2025 11:32:28	0:00	0:00	0:00	0:00	0:00
2025-028473	MOUNT CARMEL ELEMENTARY SCHOOL 127 CHERRY ST, MOUNT CARMEL	43SZ	259	903	08/27/2025 14:31:54	14:31:55		14:31:55			15:07:38	08/27/2025 15:07:38	0:01	0:00	0:00	0:00	0:00
2025-028503	422 HAMMOND AVE, MOUNT CARMEL	43INFO	259	903	08/27/2025 19:24:56	19:25:57	19:25:57				19:40:21	08/27/2025 19:40:21	1:01	0:00	0:00	0:00	0:00
2025-028542	213 HAMMOND AVE, MOUNT CARMEL	43TS	259	906	08/28/2025 07:40:10	07:40:10	07:40:10	07:40:15			07:42:49	08/28/2025 07:42:59	0:00	0:00	0:05	0:05	0:00
2025-028581	422 HAMMOND AVE, MOUNT CARMEL	43FOL	259	900	08/28/2025 13:28:23	13:28:23	13:28:23	13:28:26			13:56:47	08/28/2025 13:57:01	0:00	0:00	0:03	0:03	0:00

[illegible]

523

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En Ds/Ar	En/Ar	Ds/A2
2025-025410	HIGHWAY 11 W / CARTERS VALLEY LOOP	43RKL	523	MCPD	08/02/2025 13:40:33	13:41:41					14:02:42	08/02/2025 14:02:42	1:08	0:00 0:00 0:00	0:00	0:00
2025-026050	HOPE CHURCH I 4163 HIGHWAY 11 W, ROGERSVILLE	43RKL	523	MCPD	08/07/2025 16:56:28	16:57:32					17:33:46	08/07/2025 17:33:46	1:04	0:00 0:00 0:00	0:00	0:00
2025-026138	MAIN ST / BALES CHAPEL RD	43TS	523	904	08/08/2025 11:05:06	11:05:07		11:05:07			11:07:21	08/08/2025 11:07:21	0:01	0:00 0:00 0:00	0:00	0:00

Total Records

3

Total Time CFS/ Disp (M)	Total Time CFS/ Enroute (M)	Total Time Disp/ Arrive (M)	Total Time Disp/ Arrive2 (M)	Min Time CFS/Disp (M)	Min Time CFS/Disp (M)	Max Time CFS/Disp (M)	Min Time Disp/Enr (M)	Min Time Disp/Enr (M)	Max Time Disp/Enr (M)	Min Time Disp/Arrive (N)	Max Time Disp/Arrive (M)
2:13	0:00	0:00	0:00	0:00	0:00	1:08	0:00	0:00	0:00	0:00	0:00
Average Time CFS/Disp (M)	Average Time Disp/Enroute (M)	Average Time Enroute/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Arrive/Left (M)	Average Time Arrive/Left (M)	Average Time Left/Arrive2 (M)	Average Time Disp/Arrive2 (M)	Average Time Disp/Arrive2 (M)	Average Time Arrive2/Clear (M)	Average Time Arrive2/Clear (M)	Average Time Arrive2/Clear (M)
0:44	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Total Records

230

Total Time CFS/ Disp (M)	Total Time CFS/ Enroute (M)	Total Time Disp/ Arrive (M)	Total Time Disp/ Arrive2 (M)	Min Time CFS/Disp (M)	Min Time CFS/Disp (M)	Max Time CFS/Disp (M)	Min Time Disp/Enr (M)	Min Time Disp/Enr (M)	Max Time Disp/Enr (M)	Min Time Disp/Arrive (M)	Max Time Disp/Arrive (M)
5:32:47	3:48:32	7:26:50	7:17:33	0:00	0:00	49:51	0:00	0:00	1:02:21	0:00	1:44:20
Average Time CFS/Disp (M)	Average Time Disp/Enroute (M)	Average Time Enroute/Arrive (M)	Average Time Disp/Arrive (M)	Average Time Arrive/Left (M)	Average Time Arrive/Left (M)	Average Time Left/Arrive2 (M)	Average Time Disp/Arrive2 (M)	Average Time Disp/Arrive2 (M)	Average Time Arrive2/Clear (M)	Average Time Arrive2/Clear (M)	Average Time Arrive2/Clear (M)
1:26	0:59	0:58	1:56	1:15	1:15	0:37	1:53	1:53	0:53	0:53	0:53

Hawkins County ECD
2291 E MAIN ST ROGERSVILLE , TN 37857

HC SO
AUG. RESP. TIME
9:10 min's

CFS By ESN Type Department Summary Report
08/01/2025 - 08/31/2025

259

HAWKINS COUNTY SO

Call Type	Count
911 UNKNOWN	4
ANIMAL COMPLAINT	1
BREATHING PROBLEM	1
DEATH INVESTIGATION	1
DISTURBANCE	5
DOMESTIC DISTURBANCE	3
FOLLOW UP	7
HARASSMENT	1
LE ALARM-PANIC	1
LE ALARM-RESIDENTIAL	2
LE INFORMATION	2
MENTALLY ILL PERSON	1
OVERDOSE/POISONING	1
PATROL/PREMISE CHECK	2
PROPERTY DAMAGE	1
PROWLER	1
RECKLESS DRIVER	6
ROADWAY HAZARD	2
SEVERE WEATHER INCIDENT	1
SICK PERSON	1
SUICIDAL PERSON	1
SUSPICIOUS ACTIVITY	3
TRAFFIC STOP	6
WARRANT SERVICE	9
WELFARE CHECK	6
Dept Sub Total	69
ESN Sub Total	69

Hawkins County ECD

2291 E MAIN ST ROGERSVILLE , TN 37857

259

CFS #	Location	Call Type	ESN	Unit	CFS Received	Ds	En	Ar	Ls	A2	Clear	CFS Closed	CFS/Ds	Ds/En	Ds/Ar	En/Ar	Ds/A2
2025-025216	613 CEDAR ST, MOUNT CARMEL	43PRO	259	343	08/01/2025	03:29:36		03:40:26			03:49:50	08/01/2025	0:22	0:00	10:50	0:00	0:00
2025-025218	613 CEDAR ST, MOUNT CARMEL	43PTL	259	345	08/01/2025	05:53:41		06:19:00			06:23:49	08/01/2025	0:49	0:00	25:19	0:00	0:00
2025-025493	428 BANNER CT, MOUNT CARMEL	43ANC	259	340	08/02/2025	23:24:45					23:45:50	08/02/2025	0:25	0:00	0:00	0:00	0:00
2025-025502	HORIZON CREDIT UNION 130 W MAIN ST, MOUNT CARMEL	43TS	259	338	08/03/2025	00:57:59		00:57:59			00:59:52	08/03/2025	0:01	0:00	0:00	0:00	0:00
2025-025505	BIG ELM RD / SENSABAUGH HOLLOW RD	43TS	259	340	08/03/2025	01:22:16		01:22:16			03:16:33	08/03/2025	0:00	0:00	0:00	0:00	0:00
2025-025510	6763 CARTERS VALLEY RD LOT 39, CHURCH HILL	43DIS	259	340	08/03/2025	03:54:46		04:04:41			04:23:25	08/03/2025	0:20	0:00	9:55	0:00	0:00
2025-025591	613 CEDAR ST, MOUNT CARMEL	43DIS	259	340	08/04/2025	01:17:07		01:25:31	02:08:45	02:35:46	05:45:43	08/04/2025	0:13	0:00	8:24	0:00	1:19:39
2025-025664	HARDEES (MOUNT CARMEL) 524 W MAIN ST, MOUNT CARMEL	43RKL	259	HCSO	08/04/2025	17:05:56					17:25:30	08/04/2025	1:29	0:00	0:00	0:00	0:00
2025-025686	HIGHWAY 11 W / HAMMOND AVE	43RKL	259	HCSO	08/04/2025	19:54:14					20:29:02	08/04/2025	3:16	0:00	0:00	0:00	0:00
2025-025717	WOLFE LN / E ST	43MEN	259	354	08/05/2025	00:20:19		00:34:50	00:37:18	00:52:44	01:00:32	08/05/2025	0:19	0:00	14:31	0:00	32:25
2025-025726	W ELLIS LN / HAMMOND AVE	43WCK	259	336	08/05/2025	07:17:27		08:06:57			08:10:09	08/05/2025	0:19	0:00	49:30	0:00	0:00
2025-025729	W ELLIS LN / HAMMOND AVE	43FOL	259	349	08/05/2025	07:49:15		07:49:15			08:06:58	08/05/2025	0:00	0:00	0:00	0:00	0:00
2025-025775	5901 CARTERS VALLEY RD, CHURCH HILL	43FOL	259	311	08/05/2025	15:15:46		15:15:46			16:15:22	08/05/2025	0:01	0:00	0:00	0:00	0:00
2025-025844	HAMMOND AVE / HUNTERS RUN LN	43RKL	259	HCSO	08/06/2025	09:29:46					09:37:55	08/06/2025	0:45	0:00	0:00	0:00	0:00
2025-025884	5603 CARTERS VALLEY RD, CHURCH HILL	43WSV	259	373	08/06/2025	14:40:48		14:40:48			14:44:28	08/06/2025	0:00	0:00	0:00	0:00	0:00
2025-025967	CHOO CHOO TRAILER PARK 6339 CARTERS VALLEY RD LOT 5, MOUNT CARMEL	43INFO	259	333	08/07/2025	00:04:32					00:10:44	08/07/2025	0:16	0:00	0:00	0:00	0:00

2025-025968	CHOO CHOO TRAILER PARK 6339 CARTERS VALLEY RD LOT 5, MOUNT CARMEL	43FOL	259	333	08/07/2025 00:10:17	00:10:52	00:11:13	08/07/2025 00:11:13	0:35	0:00	0:00	0:00	0:00	0:00		
2025-025974	710 HERMITAGE LN, MOUNT CARMEL	43DOM	259	333	08/07/2025 02:40:05	02:40:46	02:48:54	03:24:54	03:48:08	04:11:54	08/07/2025 04:11:54	0:41	0:00	8:08	0:00	1:07:22
2025-026128	150 BIG ELM RD, CHURCH HILL	43ALR	259	339	08/08/2025 09:12:57	09:13:14	09:15:57	08/08/2025 09:15:57	0:17	0:00	0:00	0:00	0:00	0:00		
2025-026202	HIGHWAY 11 W / KAYWOOD AVE	43TS	259	359	08/08/2025 19:13:42	19:13:42	19:19:19	08/08/2025 19:19:19	0:00	0:00	0:00	0:00	0:00	0:00		
2025-026330	168 ASHLEY DR, MOUNT CARMEL	43ALP	259	348	08/09/2025 22:21:32	22:22:07	22:41:47	08/09/2025 22:41:47	0:35	0:00	17:49	0:00	0:00	0:00		
2025-026345	401 CREEKSIDE DR, MOUNT CARMEL	43SUSI	259	348	08/10/2025 02:31:41	02:49:42	03:09:26	08/10/2025 03:09:27	18:01	0:00	0:00	0:00	0:00	0:00		
2025-026354	735 REDWOOD ST, MOUNT CARMEL	911UNI	259	328	08/10/2025 11:48:39	11:49:14	12:24:47	08/10/2025 12:24:47	0:35	0:00	24:56	0:00	0:00	0:00		
2025-026385	HIGHWAY 11 W / INDEPENDENCE AVE	43RKL	259	HCSO	08/10/2025 18:37:50	18:38:08	19:56:30	08/10/2025 19:56:30	0:18	0:00	0:00	0:00	0:00	0:00		
2025-026410	721 S SHERBROOKE CIR, MOUNT CARMEL	47SOB	259	338	08/10/2025 23:00:43	23:02:19	23:23:47	00:47:45	08/11/2025 00:47:45	1:36	0:00	21:28	0:00	0:00		
2025-026414	219 WOLFE LAUREL DR, MOUNT CARMEL	911UNI	259	348	08/11/2025 00:17:57	00:28:49	00:34:03	08/11/2025 00:36:00	10:52	0:00	5:14	0:00	0:00	0:00		
2025-026438	6747 CARTERS VALLEY RD UNIT 1, CHURCH HILL	43WCK	259	361	08/11/2025 09:17:38	09:17:38	09:17:42	08/11/2025 09:37:02	0:00	0:00	0:04	0:00	0:00	0:00		
2025-026533	6562 CARTERS VALLEY RD, CHURCH HILL	43TS	259	335	08/11/2025 21:32:43	21:32:44	21:32:44	08/11/2025 21:44:11	0:01	0:00	0:00	0:00	0:00	0:00		
2025-026633	411 OLD HICKORY CIR, MOUNT CARMEL	43WSV	259	378	08/12/2025 14:33:09	14:33:09	14:33:14	08/12/2025 14:39:22	0:00	0:00	0:05	0:00	0:00	0:00		
2025-026727	HAMMOND AVE / CHERRY ST	72SVW	259	333	08/13/2025 07:43:39	07:43:59	07:57:36	08/13/2025 07:57:36	0:20	0:00	0:00	0:00	0:00	0:00		
2025-026730	436 BAY ST, MOUNT CARMEL	43WCK	259	333	08/13/2025 08:23:32	08:24:01	09:09:44	08/13/2025 09:18:26	0:29	0:00	45:43	0:00	0:00	0:00		
2025-026865	6753 CARTERS VALLEY RD LOT 39, CHURCH HILL	43DOM	259	329	08/14/2025 09:16:32	09:16:51	09:43:56	08/14/2025 10:09:10	0:19	0:00	27:05	0:00	0:00	0:00		
2025-026884	MOUNT CARMEL ELEMENTARY SCHOOL 127 CHERRY ST, MOUNT CARMEL	911UNI	259	358	08/14/2025 12:17:58	12:18:33	12:30:35	08/14/2025 12:30:35	0:35	0:00	0:00	0:00	0:00	0:00		
2025-027044	5757 CARTERS VALLEY RD, CHURCH HILL	PROPE TY DAMAG E	259	336	08/15/2025 18:23:31	18:24:02	19:23:35	08/15/2025 19:23:35	0:31	0:00	38:02	0:00	0:00	0:00		
2025-027101	804 BRENTWOOD DR, MOUNT CARMEL	43ALR	259	344	08/16/2025 10:13:53	10:14:55	10:29:53	08/16/2025 10:54:20	1:02	0:00	14:58	0:00	0:00	0:00		
2025-027117	HIGHWAY 11 W / HAMMOND AVE	43TS	259	338	08/16/2025 12:16:16	12:16:16	12:16:16	08/16/2025 12:18:14	0:00	0:00	0:00	0:00	0:00	0:00		
2025-027147	149 ASHLEY DR, MOUNT CARMEL	43DIS	259	344	08/16/2025 17:19:55	17:37:23	17:49:47	08/16/2025 17:49:47	17:28	0:00	0:00	0:00	0:00	0:00		

2025-027151	DOLLAR GENERAL (MOUNT CARMEL) I 217 E MAIN ST, MOUNT CARMEL	43SUS1 259	342	08/16/2025 18:15:18	18:15:39	18:35:33	08/16/2025 18:35:33	0:21	0:00	0:00	0:00	0:00
2025-027154	100 INDEPENDENCE AVE, MOUNT CARMEL	43PTL 259	342	08/16/2025 18:45:40	18:45:59	19:00:49	08/16/2025 19:00:49	0:19	0:00	0:00	0:00	0:00
2025-027196	131 ARNOTT DR, MOUNT CARMEL	43DI 259	343	08/17/2025 03:20:09	03:20:19	04:31:42	08/17/2025 04:31:42	0:10	0:00	10:59	0:00	0:00
2025-027346	5603 CARTERS VALLEY RD, CHURCH HILL	43WSV 259	373	08/18/2025 14:24:04	14:24:04	14:32:14	08/18/2025 14:32:14	0:00	0:00	0:00	0:00	0:00
2025-027426	546 BEECH ST, MOUNT CARMEL	43DIS 259	342	08/19/2025 00:37:09	00:37:33	00:43:25	08/19/2025 00:49:21	0:24	0:00	5:52	0:00	0:00
2025-027707	546 ELM ST, MOUNT CARMEL	43WSV 259	373	08/21/2025 13:25:53	13:25:53	13:30:54	08/21/2025 13:30:54	0:00	0:00	0:04	0:00	0:00
2025-027728	6753 CARTERS VALLEY RD LOT 44, CHURCH HILL	43WSV 259	373	08/21/2025 15:13:07	15:13:07	15:18:02	08/21/2025 15:18:02	0:00	0:00	0:12	0:00	0:00
2025-027778	542 BEECH ST, MOUNT CARMEL	43DOM 259	335	08/22/2025 00:29:59	00:31:29	00:38:09 00:53:01	08/22/2025 01:11:57	1:30	0:00	6:40	0:00	0:00
2025-027810	OLD HICKORY CIR / INDEPENDENCE AVE	43TS 259	342	08/22/2025 09:59:16	10:11:47	10:18:51	08/22/2025 10:23:28	12:31	0:00	7:04	0:00	0:00
2025-027828	525 ELM ST, MOUNT CARMEL	43WSV 259	377	08/22/2025 11:22:33	11:22:33	11:26:10	08/22/2025 11:26:10	0:00	0:00	0:00	0:00	0:00
2025-027938	HIGHWAY 11 W / HAMMOND AVE	43RKL5 259	HCSO	08/23/2025 03:25:08	03:26:05	04:15:40	08/23/2025 04:15:40	0:57	0:00	0:00	0:00	0:00
2025-028010	6753 CARTERS VALLEY RD 44, CHURCH HILL	43WSV 259	373	08/23/2025 18:49:25	18:49:26	18:55:34	08/23/2025 18:55:34	0:01	0:00	0:00	0:00	0:00
2025-028044	6735 CARTERS VALLEY RD LOT 18, CHURCH HILL	47SICK 259	341	08/23/2025 23:05:55	23:06:14	23:07:25	08/24/2025 00:42:33	0:19	0:00	0:00	0:00	0:00
2025-028167	CARTERS VALLEY RD / JONES EST DR	43RKL5 259	HCSO	08/25/2025 07:27:40	07:28:10	07:30:42	08/25/2025 07:30:42	0:30	0:00	0:00	0:00	0:00
2025-028328	522 ELM ST, MOUNT CARMEL	43WSV 259	338	08/26/2025 12:57:06	12:57:07	13:04:27	08/26/2025 13:04:40	0:01	0:00	7:20	0:00	0:00
2025-028441	5901 CARTERS VALLEY RD, CHURCH HILL	43INFO 259	348	08/27/2025 10:25:23	10:25:40	11:08:53 11:27:03	08/27/2025 11:21:22	0:17	43:13	1:01:23	18:10	0:00
2025-028471	522 ELM ST, MOUNT CARMEL	43WSV 259	338	08/27/2025 13:50:37	13:50:37	13:50:37 14:03:21	08/27/2025 14:57:06	0:00	0:00	0:00	0:00	35:34
2025-028618	239 BELMONT AVE, MOUNT CARMEL	43FOL 259	356	08/28/2025 19:18:57	19:18:57	19:21:26	08/28/2025 19:21:26	0:00	0:00	0:00	0:00	0:00
2025-028623	239 BELMONT AVE, MOUNT CARMEL	43FOL 259	340	08/28/2025 20:35:22	20:35:23	20:35:23	08/28/2025 20:44:36	0:01	0:00	0:00	0:00	0:00
2025-028679	MOUNT CARMEL ELEMENTARY SCHOOL 127 CHERRY ST, MOUNT CARMEL	43HAR 259	358	08/29/2025 12:17:23	12:17:49	12:18:54	08/29/2025 12:18:54	0:26	0:00	0:00	0:00	0:00
2025-028756	801 SEVEN OAKS DR, CARMEL	43WCK 259	340	08/30/2025 04:51:59	05:04:24	05:10:57	08/30/2025	1:47	0:00	12:25	0:00	0:00

[illegible]

RTS Management Report (Mount Carmel) All Detection Types

01-Aug-2025 to 31-Aug-2025

Operator Id: %

	MOU-11HA-01	MOU-11HA-02	TOTAL	
Total Detections	459	180	639	
Total Nonprosecutable	43	29	72	
Duplicate Incident	1	0	1	
No Offence - After Stop Bar	6	1	7	
No Offence - False Trigger	4	5	9	
No Offence - Other	9	5	14	
No Offence - Screeching Stop	22	17	39	
No Offence - Turn Trigger	1	1	2	
Total Importer Rejects	0	0	0	
Total Violations	416	151	567	
Less Uncontrollable Factors				
Obstruction	Plate Obstruction	33	10	43
	Vehicle Obstruction	0	1	1
Police Rejects	Emergency Vehicle Responding	9	0	9
	Incorrect/Incomplete DMV	16	2	18
	Police Discretion	231	89	320
Policy/Weather	Extended Vehicle	55	24	79
	Sun Glare	5	0	5
	Weather/Nature	0	1	1
Registration Issues	Paper Plates	25	12	37
Total	374	139	513	
Sub Total Violations	42	12	54	
Less in Progress	0	0	0	

Available For Prosecution	42	12	54
---------------------------	----	----	----

Less Rejects

Camera	Plate Not in Frame	1-02%	0-00%	1-02%
Malfunction	Rear Plate No Flash	5-12%	0-00%	5-09%
	Scene Image Flash Inappropriate	1-02%	0-00%	1-02%
Total		7-17%	0-00%	7-13%

Approved Violations	35-83%	12-100%	47-87%
---------------------	--------	---------	--------

Total Notices Printed	35-83%	12-100%	47-87%
-----------------------	--------	---------	--------

Mount Carmel Municipal Report

Report for: August, 2025

Charge	Number of
Driver's license to be carried 55-50-351	1
Driver's license violation residency law 55-50-333	
Driving left of center 55-8-120	
Driving right lane except to pass 55-8-115	
Driving too slow-impeding flow of traffic 55-8-154	
Driving without a license 55-50-301	1
Due Care 55-8-136	5
Failure to Appear- Municipal 39-16-609	
Financial responsibility 55-12-139	4
Light law violation 55-9-402	
Move over law 55-8-132	
Muffler law 55-9-202	
Driving Unregistered Vehicle 55-3-102	
Registration- expired plate 55-4-110	
Registration – improper display 55-4-110	
Registration – misuse 55-5-115	
Registration – No certificate in vehicle 55-4-104	2
Seat belt required 55-9-603	
Speeding 55-8-152	16
Stop sign violation 55-8-149	1
Traffic control signal violation 55-8-110	
Texting/ Hands free law 55-8-199	1
Driving on suspended/ revoked license 55-50-504	2
Possession of a revoked, suspended, altered license 55-50-601	
Improper left turn 55-8-140	
Animal Running at large MC-10-101 Dogs (10-203)	
Failure to dim lights 55-9-407	
No U-turn 55-8-109	
Failure to yield right of way causing accident 55-8-197	
Registration- Address incorrect 55-4-131	
No parking violation 55-8-160	
Child restraint law 55-9-602	
Crossing Highway Divider 55-8-125	1
Following Close 55-8-124	1
Litter Control 39-14-502	1
Written Warnings	
Total	36



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

THRU: James Stables, Town Administrator/Manager

FROM: James Stables, Town Administrator/Manager

DATE: September 25, 2025

RE: **DISCUSSION & CONSIDERATION:** JMT Engineering Led Phase 1B
Wastewater Plant Construction Project Bids and Budget

SUMMARY:

The purpose of this discussion and consideration request is to address the two bid processes completed for this project for the Wastewater Plant Improvement Project identified in JMT Project number 22-V055016-002 (Phase 1B) and funded through Town funding (\$400,000) and the American Rescue Plan Act funding (\$1,200,000) that was provided to the Tennessee Department of Environment and Conservation and granted to the Town of Mount Carmel for these projects. JMT has requested an extension for this approval process due to the failure to meet the milestones established by TDEC of August 31, 2025. It is important to note that the engineering firm and its affiliates are solely responsible for the failure to meet these TDEC milestones. No approval or denial of this extension request has been received as of this date. JMT has continued as if the extension will be approved.

Phase 1B addresses and includes aeration blower replacement, clarifier 1 refurbishment, and rebuild of lift station 3 with force main replacement and reroute on the wastewater treatment plant site. All these components and the scope of work defined have been pre-approved by TDEC, and JMT previously received approval for a "change of work scope" for this specific project. No further change approvals can be expected

The bidding processes for this project were conducted as follows:

At the first bid opening on August 25, 2025, only one bid was received for \$3,500,000, an amount exceeding the estimated/projected budget of \$1,600,000 to conduct the work identified in the request for proposal created by JMT. Through conversation with JMT they requested to rebid hoping that additional bidders and more competitive budgets would be presented. We advised them to reach out to specific vendors who had taken bid packets but did not submit bids to determine why.

The second bid opening was conducted on Friday, September 19, 2025, no bids were received during this bid opening. After discussion it was made clear to the project engineer that it is incumbent on them to develop a solution going forward, as the milestones and deadlines are still approaching. We recommended that the project engineer reach out to the companies that had taken bid packages and inquire why

they did not bid. We speculate that the bidding process was not managed well with time restrictions and a lack of communication. The JMT project engineer's immediate thought and recommendation was to go out to bid for this project with a 5-to-6-week timeframe for submission. The time frame suggested puts us into late October early November (Fall/Winter), without construction starting from the original due date of August 31 and further presses up against the milestones and deadlines of the ARPA funding from TDEC for completion.

The Town has been struggling with timeliness and project management for this project from the start, these delays predate my tenure with the Town, and the ARPA funding could be in jeopardy due to these issues. We received clarity from TDEC that if the project bids received are over budget we may adjust project components to available dollars, if the entire project component is complete, no partial completions of project components would be accepted. Therefore, we would like to offer some project strategies for your consideration and deliberation going forward.

REQUESTING DEPARTMENT(S):

City Manager/Sewer

FISCAL IMPACT:

OPTION 1

Rebid the project a third time with our current engineering firm, for no less than 3 weeks, ensuring that the engineering firm has thoroughly researched and addressed why the low turnout of bidders for this project, and then that the bid process is present on our Town website, and all other sites as required to ensure better success. Additionally, an aggressive construction timeline considering the TDEC milestones must be developed with the winning construction bidder in this scenario.

OPTION 2

Terminate the current engineering firm and immediately go out to bid for a new engineering firm, secure the new firm and proceed bidding the project immediately upon completion of construction drawings by the new firm. Secure the construction firm with condensed completion deadlines and an aggressive construction timeline.

STAFF RECOMMENDATION:

No recommendation from staff, at this time.

ATTACHMENTS:

None



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

THRU: James Stables, Town Administrator/Manager

FROM: James Stables, Town Administrator/Manager

DATE: September 25, 2025

RE: RESOLUTION NO. 25-658 Amending Personnel Policies and Procedures for
the Town of Mount Carmel, Tennessee

SUMMARY:

Consideration of Resolution 25-658, which amends the recently adopted Personnel Policies and Procedures revised at the August 28, 2025, Board of Mayor and Aldermen meeting, eliminating the Juneteenth holiday from recognition and replacing it with National Election Day (which is the Tuesday next after the first Monday in November of even numbered years) as a recognized paid holiday for the Town, with an effective date of October 1, 2025.

REQUESTING DEPARTMENT(S):

City Manager

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

Revision 08/28/2025 Personnel Policies & Procedures



RESOLUTION 25-658
**Amending Personnel Policies and Procedures for the Town
of Mount Carmel**

BEFORE THE MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL,
TENNESSEE

WHEREAS, the Town of Mount Carmel recognizes the importance of maintaining clear, current, and comprehensive personnel policies and procedures to guide the employment practices of the Town and ensure compliance with applicable federal and state laws; and

WHEREAS, the Board of Mayor and Aldermen adopted a revision involving holidays by a majority vote during the August 2025 Board of Mayor and Aldermen meeting, which will be fully recognized by adoption of this resolution

NOW, THEREFORE BE IT RESOLVED, by the Board of Mayor and Aldermen meeting at Mount Carmel, Tennessee, on this 25th day of September 2025.

This Resolution was duly considered and adopted by the Board of Mayor and Aldermen, in and for the Town of Mount Carmel, Tennessee, this 25th day of **September** 2025.

John Gibson, Mayor

Attest:

Tyler Williams, Town Recorder

PERSONNEL

POLICIES & PROCEDURES



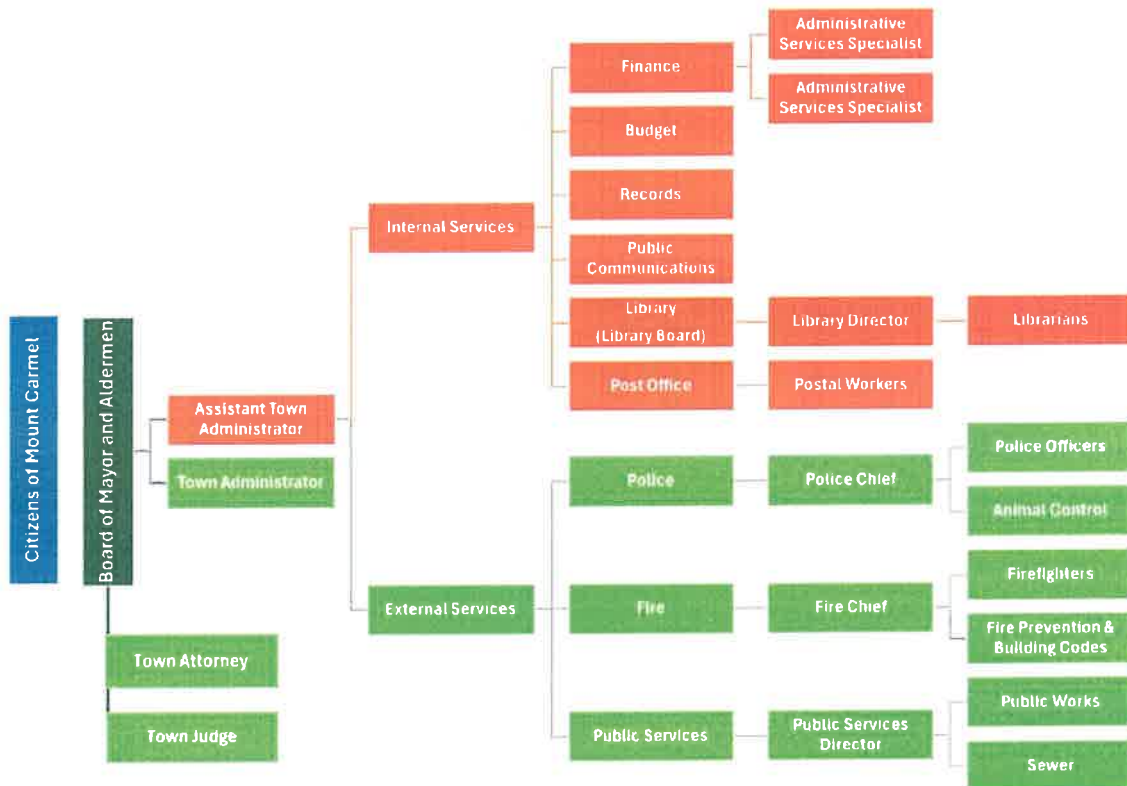
TOWN OF MOUNT CARMEL, TENNESSEE

Revision 08/28/2025

Adopted 09/25/2025

Effective 10/01/2025

Town of Mount Carmel Organizational Chart



CONTENTS

TOWN OF MOUNT CARMEL PERSONNEL POLICIES & PROCEDURES	COVER
TOWN OF MOUNT CARMEL ORGANIZATIONAL CHART	1
SECTION 1: PERSONNEL POLICIES	5 - 7
1.1 INTRODUCTION TO PERSONNEL REGULATIONS.....	5
1.2 PURPOSE AND OBJECTIVES	5
1.3 COVERAGE.....	5-6
1.4 ADMINISTRATION	6-7
1.5 AMENDMENTS TO PERSONNEL POLICIES.....	7
1.6 SEVERABILITY	7
SECTION 2: HIRING PROCEDURES	7 - 8
2.1 EQUAL OPPORTUNITY EMPLOYMENT.....	7
2.2 JOB ANNOUNCEMENTS	7-8
2.3 EMPLOYMENT OF RELATIVES AND FRIENDS	8
2.4 CITIZENSHIP AND IMMIGRATION STATUS VERIFICATION	8
SECTION 3: CLASSIFICATION, PAY, AND FRINGE BENEFITS.....	8 - 10
3.1 EMPLOYEE COMPENSATION	8
3.2 PERFORMANCE APPRAISAL / EVALUATION	8-9
3.3 BENEFITS	9
3.4 HOURS OF WORK	9
3.5 ATTENDANCE.....	9
3.6 OVERTIME COMPENSATION.....	9-10
3.7 CALL OUT PAY	10
3.8 MANDATORY UNIFORM ALLOWANCE	10
SECTION 4: LEAVE POLICIES.....	10 - 14
4.1 VACATION LEAVE	10

4.2 SICK LEAVE.....	10-11
4.3 HOLIDAY LEAVE.....	11-12
4.4 CIVIL LEAVE.....	12
4.5 FUNERAL LEAVE.....	12
4.6 MILITARY LEAVE/VETERANS' RE-EMPLOYMENT.....	12-13
4.7 WORKERS COMPENSATION.....	13-14
4.8 ABSENCE WITHOUT LEAVE.....	14
4.9 FAMILY LEAVE.....	14
SECTION 5: WORKPLACE VIOLENCE AND HARASSMENT.....	14 - 17
5.1 WORKPLACE VIOLENCE.....	14-15
5.2 HARASSMENT.....	15-17
SECTION 6: MISCELLANEOUS POLICIES.....	17 - 20
6.1 DRUG AND SUBSTANCE ABUSE POLICY.....	17
6.2 TRAVEL POLICY.....	17
6.3 USE OF LOCAL GOVERNMENT VEHICLES AND EQUIPMENT.....	17
6.4 PERSONAL/ BUSINESS CELL PHONES.....	17-18
6.5 CUSTOMER COURTESY.....	18
6.6 PERSONAL CONDUCT.....	18
6.7 DRESS CODE.....	18
6.8 NON-SMOKER PROTECTION ACT.....	18
6.9 COMPUTER USE AND MONITORING.....	18-19
6.10 SOCIAL MEDIA USE AND INTERNET POSTING.....	19-20
6.11 RECORDING AND CAMERA DEVICES.....	20
6.12 DISCIPLINARY ACTION.....	20
SECTION 7: POLITICAL ACTIVITY, ETHICS, AND CONDUCT.....	20 - 22
7.1 CODE OF ETHICS.....	20

7.2 TERMINATION, ACCOUNTABILITY AND DISCLOSURE ACT..... 21

7.3 GENETIC INFORMATION ANDNONDISCRIMINATION ACT 21

7.4 AMERICANS WITH DISABILITIES ACT 21-22

APPENDICES: APPENDIX A - ACKNOWLEDGEMENT OF RECEIPT 23

APPENDICES: APPENDIX B - EMPLOYEE ACKNOWLEDGEMENT FORM 24

APPENDICES: APPENDIX C - ADOPTED PAY PLAN - FY 2025/26..... 25

SECTION 1: PERSONNEL POLICIES

1.1 INTRODUCTION TO PERSONNEL REGULATIONS

The Town of Mount Carmel Personnel Policy and Procedures hereinafter referred to as "Personnel Regulations," adopted by resolution, is applicable to all employees of the Town of Mount Carmel whose activities and functions are subject to the control and direction of the Town Administrator. These policies and procedures and all other Town manuals do not bestow any additional rights to employees regarding employment or employment benefits. These policies and procedures are not part of a contract, and no employee has any contractual right to the matters set forth herein. This will serve as notice to all employees that the employment relationship may be terminated by either the Town or the employee at any time for any reason. All employees are "at will" and the Town is an "at will" employer under Tennessee law. The Town reserves the right to change all such policies, practices, and procedures in whole or in part at any time, with or without notice to employees.

These Personnel Regulations shall be made available to all employees. Regular employees will receive a copy of the regulations upon employment. Any employee who desires to review the regulations during work hours may review the departmental copy.

1.2 PURPOSE AND OBJECTIVES

The primary purpose of these policies is to establish an understanding, cooperation and efficiency in local government operations by establishing a system of personnel administration which provides consistent, impartial and effective policies and procedures for the employees of the Town of Mount Carmel Tennessee without regard to race, color, religion, gender or gender identity, age, national origin, disability, military status, genetic information, communication with an elected public official, free speech, refusing to participate in or remain silent about illegal activities, exercising a statutory constitutional right or any right under clear public policy, political affiliation, or any other basis protected by law. The objectives of these policies are to promote and increase efficiency, provide fair and equal opportunities, develop a process of recruitment and selection of employees, and promote high morale among employees.

It is the Town of Mount Carmel's policy not to discriminate against any employee or applicant for employment or during the course of employment due to race, color, religion, gender or gender identity, age, national origin, disability, military status, genetic information, communication with an elected public official, free speech, refusing to participate in or remain silent about illegal activities, exercising a statutory constitutional right or any right under clear public policy, political affiliation, or any other basis protected by law. Race, color, religion, age, sex, national origin or ancestry, marital status, veteran's status, or ability in accordance with applicable federal, state, and local law. If an employee believes that he or she has been involved in any incident that was discriminatory, he or she should report the incident immediately to Management. The Town further complies with all federal and state laws protecting employees from discrimination.

It is the policy of the Town of Mount Carmel to apply and foster a sound program of personnel administration to ensure the legal employment and placement of applicants, the establishment of a classification and compensation program, the establishment of an employee relations system and the provision of employee development and training and record retention.

1.3 COVERAGE

The Personnel Regulations will apply to all employees unless otherwise stated under exempt positions. Temporary, seasonal, and part-time employees are subject to all regulations but do not have access to additional benefits, such as, insurance benefits, leave accrual, holiday pay, or retirement benefits.

All offices and positions of the local government placed in the exempt service are:

1. all elected officials.
2. members of appointed boards and commissions.
3. consultants, advisers, and legal counsel rendering temporary professional service.
4. the local government attorney.
5. independent contractors.
6. part-time employees paid by the hour or the day who are not considered regular unless otherwise indicated.
7. the local government judge.

Some policies apply to all employees and officers of the municipality, including those placed in the exempt service, such as policies related to discrimination and/or harassment, and policies required by state or federal law.

1.4 ADMINISTRATION

These rules will be administered by the Town Administrator and Assistant Town Administrator under the direction of the Board of Mayor and Aldermen in conformity with the ordinance establishing a personnel system.

The governing body is responsible for the appointment of the Administrator, establishment of overall policy guidelines for the operation of municipal government including adoption of the Personnel Regulations and amendments thereto, development and adoption of an annual fiscal budget.

The Town Administrator is the Chief Executive/Administrative Officer for the Town of Mount Carmel. The administrator is hired and serves at the pleasure of the governing body. The administrator is responsible to the governing body for the proper operations of all town functions. The responsibilities of the administrator include appointment and termination of all Town employees, enforcement and application of all laws, provisions of the Town Charter and Municipal Code, and acts of the governing body including but not limited to the Personnel Regulations and pay classification plan. The administrator is also responsible for the implementation of additional rules, policies, and procedures, which may be necessary for the proper operation of the Town or its various departments, provided that such rules and procedures are consistent with the Personnel Regulations adopted by the governing body.

The Assistant Town Administrator may fulfill the role of Town Recorder and Chief Municipal Finance Officer for the Town of Mount Carmel overseeing those administrative functions of the Town. The Assistant Town Administrator is hired and serves at the pleasure of the Town Administrator. In addition to the Town Recorder and Chief Municipal Finance Officer responsibilities, the Assistant Town Administrator may also be responsible for appointment and termination of Town employees, enforcement and application of all laws, provisions of the Town Charter and Municipal Code, and acts of the governing body including but not limited to the Personnel Regulations and pay classification plan. The Assistant Town Administrator is also responsible for the implementation of additional rules, policies, and procedures, which may be necessary for the proper operation of the Town or its various departments, provided that such rules and procedures are consistent with the Personnel Regulations adopted by the governing body. Additionally, the Assistant Town Administrator shall serve as the Acting Town Administrator when needed or required.

The Town Administrator, Assistant Town Administrator and Department Heads and supervisors are responsible for the administration and enforcement of the Personnel Regulations for employees in their respective program areas.

The Town Administrative Department's responsibility and functions regarding the administration of the personnel regulations shall include, but not be limited to, the development and presentation of personnel regulations and recommended amendments consistent with proper employment practices to the Town Administrator for consideration and presentation to the governing body. The Administrative Department shall also provide technical

assistance to Department Heads and supervisors on the interpretation and application of the Personnel Regulations.

Amendments to the rules and regulations shall be made in accordance with the procedure herein. Nothing in the personnel rules and regulations document shall be deemed to give employees any more property rights in their jobs than may already be given by the local government charter. The local government reserves the right to alter or change any or all these rules without prior notice to employees.

1.5 AMENDMENTS TO PERSONNEL POLICIES

Amendments or revisions to these regulations, policies and procedures may be recommended for adoption by the Town Administrator or by the Board of Mayor and Aldermen of its own initiative. Such amendments or revisions of these regulations, policies and procedures shall become effective upon approval by the Board of Mayor and Aldermen.

All departmental regulations, policies and procedures as presently constituted or hereinafter adopted, which are not in conflict with these regulations, shall remain in full force and effect.

1.6 SEVERABILITY

If any Charter, Article or Section of these Regulations is found to conflict with Federal, State or Town laws and regulations, or Court decision, that section will continue in effect only to the extent permitted by such law or regulation or Court decision. If any Charter, Article or Section of these regulations is or becomes invalid or unenforceable, such invalidity or unenforceable nature will not affect or impair any other Charter, Article or Section of these regulations.

SECTION 2: HIRING PROCEDURES

2.1 EQUAL OPPORTUNITY EMPLOYMENT

It is the obligation and policy of the Town of Mount Carmel to provide equal opportunity employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, color, religion, sex, age, national origin, disability, military status, communication with elected public officials, free speech, refusing to participate in or remain silent about illegal activities exercising a statutory constitutional right or any right under clear public policy, political affiliation, genetic information, or any other basis protected by law.

The Town of Mount Carmel will provide reasonable accommodation to qualified disabled individuals unless the accommodation would pose an "undue hardship" on the Town.

This policy applies to all terms, conditions, and privileges of employment and all policies of the Town, including hiring, placement, training, employee development, promotion, transfer, compensation, benefits, grievances, educational assistance, layoffs, termination, and retirement.

2.2 JOB ANNOUNCEMENTS

Department Heads who need to fill a budgeted job opening should contact town administrative personnel to begin the recruitment process. The Town Recorder (or their designee) will prepare and publicize job announcements to bring notice of vacancies to as many qualified candidates as possible.

In-House Posting - Notice of vacant regular positions will be made available to internal employees on the Town's official website. Notice of regular vacancies will be posted internally and externally until the position is filled.

Public Advertisement - Applicants shall be recruited from a geographic area as wide as necessary and for a period sufficient to ensure that qualified applicants are obtained for Town Service. The Town's Administrative

Office and the Department Head will determine what forms of media to extend the advertisement. Vacancies where appropriate will be posted on the Town's website until the position is filled. All internal and external candidates shall make application through the Town's website and submit their signed/scanned application via email to the Town Administrator.

2.3 EMPLOYMENT OF RELATIVES/FRIENDS

As a public employer, the Town of Mount Carmel must maintain a process of fairness in all things. Career opportunities must be equal in matters of relationships, just as in other employment matters: sex, age, national origin, race, religion, creed, color, ancestry, disability, and marital status. A person's name should be neither a help nor a hindrance to advancing as far as ability and performance will allow. Decisions to hire are based on the individual applicant's merits. We will not employ, transfer, or promote someone unless it is in the best interest of all concerned. Further, the Town maintains a strict prohibition against hiring relatives into departments where other relatives are employed and against letting relatives make employment decisions about other relatives. We take special precautions to avoid conflicts of interest, or the appearance of conflicts of interest, in dealing with related employees. Standard hiring criteria must be applied; direct reporting of one relative to another is generally avoided. Be careful about providing information that would give a friend or related employee unfair advantage over others. Personal relationships that might create conflicts of interest should be discussed with your Department Head or with the Town Administrator. If a relationship between two employees conflicts with this policy, a change to an appropriate job or shift change that does not create a conflict may be sought for one of the individuals.

2.4 CITIZENSHIP AND IMMIGRATION STATUS VERIFICATION

The Town will not discriminate based on a person's national origin or citizenship status with regard to recruitment, hiring, or discharge. However, the Town will not knowingly employ any person who is or becomes an unauthorized immigrant. In compliance with the Immigration Reform and Control Act, all employees hired after November 6, 1986, regardless of national origin, ancestry, or citizenship, must provide suitable documentation to verify identity and employability. The documentation must be provided within three days of employment, or the individual will be subject to separation.

SECTION 3: CLASSIFICATION, PAY, AND FRINGE BENEFITS

3.1 EMPLOYEE COMPENSATION

Employee compensation shall be in an amount set by the Town Pay Plan established by the Town Administrator and adopted through the budget process by the Board of Mayor and Aldermen as identified in Appendix C.

A non-exempt municipal employee who does not work their regularly scheduled work week shall be paid only for hours worked, unless such absence is authorized as paid leave by the employee's supervisor, or the Town Administrator.

Regular paydays for all municipal employees shall be bi-weekly, no later than every other Friday. Direct Deposit into a financial institution is required. All non-exempt employees will sign their timecards at the end of each pay period and supervisors will also be required to sign timecards. Signature on timecard is a verification the employee has worked the exact hours shown on the timecard and no more or no less for the applicable period shown on said card. Exempt salaried employees are required to submit a signed exception record at the end of each pay period, indicating that they worked a minimum of 80 hours in the pay period, or had any work hour exceptions, such as, holiday, vacation, sick or any other types of paid or unpaid leave.

The appropriate deductions, as required by State and Federal law, shall be made from each employee's pay. It is the policy of the Town that no advance on future wages shall be made.

3.2 PERFORMANCE APPRAISAL / EVALUATION

The performance of all employees will be appraised and reviewed at least annually by their immediate supervisor.

Evaluations for new hires shall occur before the end of the first sixth (6) months. Written appraisals will be discussed with the employees, so they will know how they are progressing and what they may do to improve their performance.

Department Heads will review employee performance evaluations for consistency and application of proper evaluation standards for each employee being evaluated. The failure to submit an evaluation after notice may subject the Department Head to counseling or disciplinary action. Completed employee performance evaluations shall be placed in the employee's personnel file. The Town Administrator will perform an annual performance evaluation for all Department Heads.

As important as these written performance/appraisals are, they are not meant as substitutes for ongoing discussions between employees and their supervisors about their performance. Annual step pay increases, not classified as COLA, will be tied to an employee's minimum acceptable performance. Employees must not be under any formal discipline or a performance improvement plan and receive an overall "meets expectations" rating to receive their step pay raise for the year, which will be effective on the next pay period beginning after their actual hire/promotion date anniversary.

3.3 BENEFITS

A list of current benefits is available from the Town recorder.

3.4 HOURS OF WORK

The standard work week for each department will be determined by the department head with approval of the Town Administrator. Up to one hour will be allowed for an unpaid lunch, including travel time, and will not be considered part of the regular workday.

3.5 ATTENDANCE

Employees shall attend their assigned places of work in accordance with the policies regarding hours of work, holidays, and leave. If an employee, for some unavoidable reason, cannot report for work, they shall notify their supervisor or department head at least 30 minutes prior to the start of their assigned work shift. The Department Head will set the department specific notification process. Failure on the part of an employee to comply with these policies may be cause for non-payment for the workday absence, and/or disciplinary action.

3.6 OVERTIME COMPENSATION

All non-exempt general employees shall receive overtime pay at the rate of one and one-half times their regular rate of pay for each hour worked in excess of 40 hours, and non-exempt sworn police employees for each hour worked in excess of 43 hours. All non-exempt general employees may also accrue compensatory time off in lieu of overtime for all hours worked in excess of 40 hours (regular employees)/43 hours (sworn non-exempt police employees) in any one work week so long as approved in advance by the employees' Department Head and the Town Administrator and may accrue such compensatory time off up to a maximum of 80 hours.

Compensatory time, or overtime must be documented by a detailed explanation of the work or project(s) that required working overtime hours in the workweek on each employee's timecard. All compensatory time off accrued for all Town employees qualifying for compensatory time off, the time must be used by the end of the following month.

Exempt employees who are paid by salary shall not be entitled to overtime compensation, additional holiday pay, or compensatory time. However, exempt employees will be granted 60 hours of executive leave annually that must be used during the fiscal year awarded, no accruals will be allowed or maintained, and at the end of the fiscal year will be reset to 60 hours. Executive leave should be used and will not be paid out and should be utilized in no less than 4-hour blocks and for no more than 16 consecutive hours (2-days). Executive leave should not be

routinely abutted with other types of leave to extend the overall time off. If an exempt employee wishes to use executive leave, they must submit their request to the town administrator on the appropriate form. Executive leave requests should be submitted at least 1 day in advance for requests of 4 to 8 hours, and 3 days in advance for requests of more than 8 hours.

3.7 CALL OUT PAY

Employees in Public Works and Wastewater may be required to return to the Town to. When a non-exempt employee, after departing from their regularly scheduled workplace, reports back to work for unscheduled service after hours, the Town will pay him or her a minimum of two (2) hour's wages from the time he or she begins work at the worksite until the time they leave the worksite. Each non-exempt employee who is called out will be paid at one and one-half (1½) times their regular hourly rate while on call-out duty.

3.8 MANDATORY UNIFORM ALLOWANCE

1. Uniforms, when required, will be provided by the Town. The cost to maintain those uniforms will also be paid by the Town
2. Personal Protective Equipment. Full-time employees may be reimbursed for the purchase of safety-toe protective footwear (including steel-toe shoes or steel-toe boots) and non-specialty prescription safety eye wear as Personal Protective Equipment, or other equipment as defined in departmental SOP or as adopted otherwise. Cost will be reimbursed up to \$200 for steel toe boots and a winter coat one time per fiscal year.

SECTION 4: LEAVE POLICIES

4.1 VACATION LEAVE

Each full-time regular employee shall earn vacation time in accordance with the following schedule (unless additional benefits are negotiated at the time of job acceptance):

Years of Service	Hours per pay period	weeks/hours earned per year	PD hours earned per pay period / yearly	PD weeks/hours earned per year
1-5	3.08 hours	2 weeks (80 hours)	3.23 hours	2 weeks (84 hours)
6-10	4.62 hours	3 weeks (120hr)	4.96 hours	3 weeks (129 hours)
11-15	6.16 hours	4 weeks (160hr)	6.62 hours	4 weeks (172 hours)
16-20	7.70 hours	5 weeks (200hr)	8.27 hours	5 weeks (215 hours)
20+	9.23 hours	6 weeks (240hr)	9.92 hours	6 weeks (258 hours)

Vacation time can be carried over by no more than 80 hours into the next anniversary year, unless requested by the employee and authorized by the Town Administrator/Manager in writing. If carry over exceeds 80 hours, unused vacation leave will be converted into sick leave. Employees may be paid for up to two weeks of unused vacation per year (anniversary). Vacation leave shall be taken on a normal workweek basis. Paid holidays falling within a period of vacation leave shall not be counted as vacation. Each employee, upon retirement or voluntary separation, including a 2-week notice to the town (actually worked), shall be paid for any unused vacation leave.

Unless there is an emergency, all employees shall provide their supervisor with at least two weeks' notice when requesting vacation time. Department heads must apply for vacation leave to the Town Administrator for approval.

Vacation leave shall not accrue to any employee when an employee is on leave for more than (15) days in the month, unless otherwise directed by the Town Administrator.

4.2 SICK LEAVE

Each regular full-time employee will accrue sick leave at the rate 4 hours per pay period or 6 hours per pay period

for full time police officers working 12-hour shifts. Employees may accumulate up to 720 hours of sick leave, which may be carried over from one calendar year to another. Any unused sick leave in excess shall only be credited as additional time worked when calculating the employee's retirement benefits towards TCRS retirement. No employee shall be paid for accumulated sick leave. All accumulated sick leave shall expire upon an employee's separation from employment.

Employees become eligible to use sick leave in the following situations:

- When an employee is incapacitated by sickness or a non-job-related injury, or they are seeking medical, dental, or other diagnosis or treatment.
- When necessary, care and attendance of a member of the employee's immediate family is approved by a department head.
- When employees have received notice from their doctor that they may jeopardize the health of others because they have been exposed to a contagious disease.

Sick leave benefits shall begin on the first day of such absence and shall continue for 10 work days or 80 hours. Any additional time-off necessary shall be taken by utilizing Short-term Disability Insurance provided by the town and can be supplemented by employee vacation time.

Sick leave shall be requested in advance for any non-emergency medical, dental, or other diagnosis or treatment. Employees shall, when possible, notify their department head of their illness or incapacity before they are due to report to work on the first day of any sick leave.

To prevent abuse of the sick leave privilege, department heads are required to satisfy themselves that an employee is genuinely ill before sick leave is authorized. An absence due to sickness of 3 or more days consecutively, or greater than 6 days cumulatively, may require a doctor's certificate. Sick leave may be denied, and appropriate disciplinary action taken when an employee is shown to be abusing sick leave privileges.

Sick leave shall not accrue to any employee until the required eligibility period has elapsed, when an employee is on leave for more than fifteen (15) days in the month, unless otherwise directed by the Town Administrator.

An employee, upon exhausting all earned sick leave, may use vacation. After an employee has exhausted their accrued sick leave and vacation leave, leave without pay may be granted at the discretion of the Town Administrator as a reasonable accommodation to persons with disabilities. Also, employees may be placed on special leave without pay, or they may be terminated if unable to perform their job or another job with or without a reasonable accommodation. Should employees later be able to return to work, upon presentation of certification by a doctor, they may be given preference for employment in a position for that they are qualified, with the approval of the Town Administrator.

Employees may not borrow against future sick leave.

4.3 HOLIDAY LEAVE

The Town shall recognize and observe all holidays officially designated by the federal government, including any future amendments, deletions, or additions to the federal holiday schedule, which shall be automatically incorporated herein, except the Juneteenth holiday which shall be replaced with National Election Day, which is the Tuesday next after the first Monday in November of even numbered years. In addition, the Town reserves the right to designate discretionary holidays (notated**). Therefore, the following shall be paid holidays for all full-time employees and shall be observed on the dates and days as prescribed by law:

New Year's Day
Martin Luther King Jr. Day
Washington's Birthday
Good Friday**
Memorial Day

Independence Day
Labor Day
Columbus Day
National Election Day**
Veterans Day

Thanksgiving Day
Thanksgiving Day After**
Christmas Eve**
Christmas Day

The Town offices, except essential services, shall be closed on official holidays. When a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday.

All regular full-time non-exempt employees required to work on a Town-observed holiday will receive straight time holiday pay, and in addition will be paid for hours worked on the Town-observed holiday at the rate of one and one-half times their regular rate of pay. Emergency services personnel and sewer personnel will utilize the actual holiday for observance.

If a holiday occurs while an employee is on Workers' Compensation leave or other disability compensation leave, and is not using sick leave or vacation leave, no credit for the holiday shall be allowed. To receive pay for an observed holiday, an employee must not have been absent on the workday immediately preceding or immediately following the holiday unless on vacation time authorized by the supervisor or documented/excused sick leave on such days.

4.4 CIVIL LEAVE

Employees are eligible for paid civil leave in the following situations:

1. When an employee is called to serve as a juror or is appointed to serve as a clerk or judge on an election board, the employee is entitled to his regular pay.
2. For voting if the employees' working hours prevent voting during the time the polls are open.
3. When an employee is called to perform emergency civilian duty.
4. When an employee is subpoenaed to appear in court on behalf of the Town.

An employee who is required by subpoena to appear in court as a plaintiff, defendant or witness on a personal matter shall not be granted civil leave but may be granted vacation leave or leave without pay.

4.5 FUNERAL LEAVE

Up to three (3) days with pay may be granted for attendance of funerals of the immediate family of an employee. Any additional days may be charged to vacation, sick leave, or taken as leave without pay with the approval of the Department Head.

The employee's immediate supervisor must first approve all funeral leave. In situations where several employees wish to have time off to attend a funeral or funerals, discretion must be used by supervisory personnel so that Town service can be maintained.

4.6 MILITARY LEAVE/VETERANS' RE-EMPLOYMENT

Any employee who is or becomes a member of the armed forces of the United States (including the Army, Army Reserves, Army National Guard, Navy, Naval Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Air National Guard, Coast Guard, Coast Guard Reserve, Commissioned Corps of the Public Health) and leaves work for initial training for the Guard or Reserves, leaves work to join active-duty military, or is called to active duty, will be placed on military leave. Such employee must present his/her supervisor or department head with advance notice of the active-duty orders. The employee's seniority, status and pay will remain unchanged during his/her time of military leave. Continued health insurance coverage will be offered up to 24 months. The Town will continue to pay the portions of the premiums they were responsible for while the service member was employed if the leave is for fewer than 31 days. For military leaves longer than 31 days the employee must pay up to 102% of the cost of premiums due for such policy. An employee wishing to continue health insurance coverage during his/her military leave shall provide a mailing address where notices of premium payments due may be sent.

The process for reinstatement of employees returning from military leave begins when the employee submits an "application for re-employment." Said application must be submitted within ninety (90) days of the end of service, or from the end of hospitalization continuing after discharge for a period of not more than one (1) year for an injury/illness related to deployment. The returning employee will be re-employed in the position they would have attained had they not been absent for military

service, with the same seniority, status and pay.

Any employee who is a member or may become a member of any reserve component of the armed forces of the United States or of the Tennessee Army and Air National Guard will be entitled to a leave of absence from their respective duties for periods of military service during which they are engaged in the performance of duty or training in the service of this state, or of the United States, under competent orders. While on such leave, the employee will be granted paid leave up to twenty (20) days in anyone (1) calendar year.

Qualified employees who seek paid leave under this policy must provide the official order calling for their service or training to their supervisor. Employees serving in the National Guard or Military Reserve will receive full compensation for a period of twenty (20) days of military leave each calendar year, excluding holidays and scheduled off days. Such leave will not be charged to any form of accrued paid leave. An employee requesting military leave shall provide the Town the dates for training and travel time in advance. After the twenty (20) working days of full compensation, the Town may provide partial compensation to its employees while under competent orders. After the twenty (20) working days of full compensation, members of any reserve component of the armed forces of the United States, including members of the Tennessee army and air national guard, may use up to five (5) days of sick leave in lieu of vacation leave for the purposes of not having to take leave without pay.

MILITARY RESERVISTS LEAVE

Active State Duty: Army/Air National Guard and TN State Guard, Civil Air Patrol

In addition to the leave of absence provided above, employees who are members of the Tennessee army and air national guard on active state duty or the Tennessee state guard and civil air patrol shall be entitled to an unpaid leave of absence from their respective duties, without loss of time, pay not specifically related to leave of absence time, regular leave or vacation, or impairment of efficiency rating for all periods of service during which under competent orders he/she is engaged in the performance of duty or training in the service of this state, including the performance of duties in an emergency.

Pursuant to T.C.A. § 42-7-102, members of the United States air force auxiliary civil air patrol who participate in a training program for the civil air patrol, or in emergency and disaster services, as defined in T.C.A. § 58-2-101, are entitled to a leave of absence with pay for a period of not more than fifteen (15) days during a calendar year for such purposes if the leave of absence is at the request of the employee's wing commander or the wing commander's designated representative. Employees granted leave are entitled to their regular salary during the time that they are away from their regular duties. All the rights and benefits of the employee continue as if a leave of absence had not been granted.

It is the responsibility of the employee to make arrangements with their department head for leave to attend monthly meetings on regular off time, with the expectation that the paid leave granted herein will be applied to the annual training periods required for reservists.

8-33-110. Unpaid leave for members of Tennessee army and air national guard, Tennessee state guard and civil air patrol.

In addition to the leave of absence provided in § 8-33-109, all officers and employees of this state, or any department or agency thereof, or of any county, municipality, school district, or other political subdivision, all other public employees of this state and all private sector employees who are members of the Tennessee army and air national guard on active state duty or the Tennessee state guard and civil air patrol shall be entitled to an unpaid leave of absence from their respective duties, without loss of time, pay not specifically related to leave of absence time, regular leave or vacation or impairment of efficiency rating for all periods of service during which under competent orders they are engaged in the performance of duty or training in the service of this state, including the performance of duties in an emergency.

4.7 Workers Compensation

Town employees are subject to the provisions of the Tennessee Workers' Compensation Act and are entitled to the benefits of that law, whether by injury or occupational disease arising out of and in the course of employment.

Injury or occupational disease occurring out of and in the course of employment shall be reported to the Recorder and/or supervisor as soon as possible and the Recorder shall file the necessary reports.

The Town Recorder will furnish information and reports concerning injuries, or alleged injuries, or occupational diseases which are or may be within the scope of the Workers' Compensation Act, in order that proper medical

attention is provided, compensation and expenses are paid, investigation and determination of applicable benefit eligibility may be made, and that compensation is terminated when the disability ceases or benefits are exhausted.

An employee entitled to be paid Workers' Compensation for temporary disability may be granted sick leave with full pay for the first five (5) working days of such disability, excluding the day of injury (assuming such employee has sufficient accumulated sick leave).

Worker's compensation pays an employee 66.67% of their weekly salary once the employee has been disabled for more than seven (7) days. Compensation will be made as of the eighth day of disability due to an occupational injury. If the employee is disabled for fourteen (14) days or more, worker's compensation will pay the employee retroactively from the first full day of absence from work up to the return date to work. Employees receiving worker's compensation payments may not supplement their pay with accrued paid leave. An employee who is receiving Workers' Compensation for an injury or occupational disease arising from the course and scope of employment, shall have the option of electing to use accumulated sick leave and/or vacation leave for the first seven calendar days of Workers' Compensation leave. After such sick and/or vacation leave has been used, the employee shall not be entitled to any compensation except that authorized by the Workman's Compensation Act. Such injured employees shall be carried in a leave without pay status for a period not to exceed one (1) year after which employment may cease.

Employees injured on the job that receive a restricted release or restricted permission to return to work may be returned to their prior position if reasonable accommodation can be made without violating the medical restriction(s) or does not pose a safety risk to themselves or others. Likewise, such an employee may be placed in another position for which they are qualified within the Town if such an open position exists, and the injured employee's restrictions may be accommodated. **Nothing herein should be construed as a commitment on the part of the Town to make work or create a position for an injured employee.**

4.8 ABSENCE WITHOUT LEAVE

Absence by an employee from place of duty not specifically authorized or covered in this manual shall be charged as absence without leave. Absence without leave shall be in a non-pay status and may be cause for disciplinary action, up to and including discharge.

4.9 FAMILY LEAVE

The Family and Medical leave policy is applicable to employees who have worked at least 12 months for the Town and who have worked at least 1,250 hours during the preceding 12-month period, and work for an employer with 50 or more employees within 75 miles of the work site. Until such time the Town employs 50 or more employees, no employees shall be deemed eligible under the Act.

SECTION 5: WORKPLACE VIOLENCE AND HARASSMENT

5.1 WORKPLACE VIOLENCE

Employees are expected to maintain a productive work environment free from harassing or disruptive activity including threats of physical violence. No form of bullying or harassment will be tolerated, including sexual harassment and harassment based on race, color, religion, gender or gender identity, age, national origin, disability, military status, genetic information, communication with an elected public official, free speech, refusing to participate in or remain silent about illegal activities, exercising a statutory constitutional right or any right under clear public policy, political affiliation, or any other basis protected by law. This policy applies to all Town employees, elected officials, appointed officials, part-time/temporary employees, and contractors.

1. No employee or non-employee shall be allowed to harass any other employee or non-employee by exhibiting behavior including, but not limited to, the following:
 - a. **Verbal harassment** – Verbal threats toward persons or property; the use of vulgar or profane language directed towards others; disparaging or derogatory comments or slur; offensive flirtations

- or propositions; verbal intimidation; exaggerated criticism or name-calling; spreading untrue or malicious gossip about others.
- b. **Physical Harassment** – Any physical assault, such as hitting, pushing, kicking, holding, impeding, or blocking the movement of another person.
 - c. **Visual Harassment** – Displaying derogatory or offensive posters, cartoons, publications, or drawings.
 - d. **Bullying** – Workplace bullying refers to unwanted aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others. This behavior may be performed by individuals (or a group) directed towards an individual (or a group of individuals)
2. All employees, except those authorized to carry weapons for official job-related purposes, are prohibited from carrying weapons while performing work for the Town.
 3. Under no circumstances are the following items permitted on Town property, including Town-owned parking areas, except when issued or sanctioned by the Town for use in the performance of the employee's job:
 - dangerous chemicals; or
 - explosives or blasting caps; or
 - other objects carried for the purposes of injury or intimidation.
 4. Charges of violence and harassment may be reported to any supervisory employee of the local government, including the Town Administrator and the Mayor. The Town will promptly investigate reports of workplace violence including suspicious individuals or activities. Depending on the severity of the charges or whether a crime is committed, the Town Administrator may request that the Police Chief provide assistance or assume responsibility for the investigation. All employees are required to assist during the investigation by providing testimony, statements, and evidence, as required. Failure to cooperate or creating an interference may result in disciplinary action.

5.2 HARASSMENT

Employees are obligated to report instances of harassment. Employees are also obligated to cooperate in every investigation of harassment. The obligation includes, but is not limited to, coming forward with evidence, both favorable and unfavorable, for a person accused of such conduct; fully and truthfully make written reports or verbally answer questions when required to do so by the investigator. All employees are required to assist during the investigation by providing testimony, statements, and evidence, as required. Failure to cooperate may result in disciplinary action.

Copies of the investigative report with recommendations for appropriate action will be turned over to the Town Administrator for further action. Anyone determined to be responsible for threats of, or actual violence, or other conduct that is in violation of this policy will be subject to prompt disciplinary action up to and including termination.

The following actions constitute an unlawful practice and are absolutely prohibited by the Town when they affect employment decisions, create a hostile job environment, cause distractions, or unreasonably interfere with work performance. They are:

1. sexual harassment or unwelcome sexual advances,
2. requests for sexual favors.
3. verbal or physical conduct of a sexual nature in the form of pinching, grabbing, patting, or propositioning.
4. explicit or implied job threats or promises in return for submission to sexual favors.
5. inappropriate sexually oriented comments on appearance.
6. sexually oriented stories.
7. displaying sexually explicit or pornographic material, no matter how the material is

- displayed; and/or
- 8. sexual assault on the job by supervisors, fellow employees, or non-employees
- 9. Demeaning insulting, intimidating or sexually suggestive written, recorded or electronically transmitted materials (such as email, instant message, and internet materials)

Employees must avoid any action or conduct which could be viewed as sexual or other discriminatory harassment. Persons who engage in unlawful sexual or other discriminatory harassment will be subject to disciplinary action up to and including termination of employment.

Employees and others will not be retaliated against for raising complaints of sexual or other discriminatory harassment, unless the claim is one that is made in dishonest bad faith.

Making Harassment Complaints

Prevention is the best tool for the elimination of harassment. Therefore, the following rules shall be strictly enforced. An employee who feels he/she is being subjected to harassment should immediately contact their supervisor or the Town Administrator or any other individual with whom the employee feels the most comfortable.

The employee should be prepared to provide the following information:

- (a) The employee's name, department, and position title.
- (b) The name of the person or persons committing the sexual harassment including their titles, if known.
- (c) The specific nature of harassment, how long it has gone on, and any adverse action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.), taken against the employee because of the harassment, or any other threats made against the employee because of the harassment. (d) Witnesses to the harassment.
- (e) Whether the employee has previously reported the harassment and, if so, when and to whom.

Reporting and Investigation of Harassment Complaints

The Town Administrator is the person designated by the Town to be the investigator of complaints of harassment against employees. In the event the harassment complaint is against the Town Administrator, the investigator shall be the Town attorney, or independent attorney provided by the Town's Employment Practices Liability Insurance provider.

When an allegation of harassment is made by any employee, the person to whom the complaint is made shall immediately prepare a report of the complaint according to the preceding section and submit it to the Town Administrator.

The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation.

Upon conclusion of the investigation, the investigator shall prepare a confidential report of the findings and present them to the Town Administrator. The report shall include the written statement for the person complaining of harassment, the written statement of witnesses, the written statement of the person against whom the complaint of harassment was made, and all the investigator's notes connected to the investigation.

Action on Complaints of Harassment

Upon review of the investigator's report, the Town Administrator shall, within a reasonable time, determine whether the conduct of the person against whom a harassment complaint has been made constitutes harassment in violation of this policy. In making that determination, the Town Administrator shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question, the context in which the

conduct, if any, occurred, and the conduct of the person complaining.

If the Town Administrator determines that the complaint of harassment is well founded, in whole or in part, he/she shall take prompt and effective remedial action against the employee found to have engaged in harassment, which may include disciplinary action up to and including termination. To the extent possible, the disciplinary action should be consistent with the nature and severity of the offense and may take into consideration such factors as the effect of the offense on the complainant, or on employee morale and public perception of the offense. Disciplinary action will be determined on a case-by-case.

A written record of the disciplinary action shall be kept, including verbal reprimands. In all events, an employee found guilty of harassment shall be warned not to retaliate in any way against the person making the complaint of harassment, witnesses or any other person connected with the investigation of the complaint of harassment.

In cases where the harassment is committed by a non-employee against a municipal government employee in the workplace, the Town Administrator shall take whatever lawful action against the non-employee is necessary to bring the harassment to an immediate end.

SECTION 6: MISCELLANEOUS POLICIES

6.1 DRUG AND SUBSTANCE ABUSE POLICY

To provide a safe, healthy, productive, and drug-free working environment for its employees to properly conduct the public business, the Town has adopted a drug and alcohol testing policy. The types of tests required are pre-employment (for safety-sensitive positions), transfer (for certain safety sensitive positions), reasonable suspicion, post-accident, random (for safety-sensitive positions), return-to-duty, and follow-up post rehabilitation testing. A copy of the full policy can be obtained from the Town recorder.

6.2 TRAVEL POLICY

Employees shall be reimbursed for official travel in the performance of their duties, as well as for official expenses personally incurred related to their position. A copy of Town of Mount Carmel approved Travel Policy is available in the recorder's office.

6.3 USE OF LOCAL GOVERNMENT VEHICLES AND EQUIPMENT

All local government vehicles and equipment are for official use only. No other person other than a local government employee may operate a local government vehicle or piece of machinery. Passengers may be carried only as part of official business. Drivers and/or operators must have a valid driver's license and other certifications as required for a particular vehicle or piece of equipment and be approved by the department head or the Town Administrator.

Any employee who is required as an employment condition to possess and maintain a valid driver's or commercial driver's license or any employee who drives a Town vehicle must immediately, before reporting for duty the next workday, inform his/her supervisor if his/her license becomes denied, expired, restricted, suspended, or revoked any time during employment with the local government. A periodic review (no less than once every three (3) years) of employees' driving records will be conducted by the Town Administrator or their designee. If a town vehicle becomes damaged or is found to be damaged, the employee must immediately notify their supervisor.

6.4 PERSONAL / BUSINESS CELL PHONES

Employees should ensure personal cell phones do not interfere with their work or the Town's operations. Cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.

Business cell phones are typically provided to positions that require immediate and on-going communication due to management responsibilities, field operations and emergency response purposes. Since they are provided to conduct Town business, the employee should limit personal usage to calls that are essential. If an individual is abusing the privilege of using a Town cell phone, disciplinary action may be taken, along with discontinuation of the use of the Town cell phone. Employees must be aware that any electronic communication devices owned by the Town are open to audit for monetary and/or content review or for any purpose and are always subject to public record requests.

6.5 CUSTOMER COURTESY

All contact with customers, citizens, and coworkers should be managed in a professional manner. Professionalism, politeness, and courtesy are essential. Lack of courtesy and professionalism may result in disciplinary action.

6.6 ATTENDANCE AND PERSONAL CONDUCT

Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

Employees are representatives of the Town and as such, are expected and encouraged to conduct themselves always in a manner so as not to bring discredit upon the Town of Mount Carmel. Employees engaging in activities that are harmful to public perception of the Town may face disciplinary action.

6.7 DRESS CODE

Non-Uniform

Personal appearance and manner of dress is an important part of your job responsibilities. Employees are expected to dress and groom in a manner which reflects good taste, and which is appropriate for the type of work performed. Since all employees deal with co-workers and the public daily, personal hygiene is a requirement. Employees should ensure their personal hygiene will not be offensive to others around them. This includes but is not limited to – scented body products, perfume/cologne, oral hygiene, and body odor. An employee who does not meet the standards of this policy will be required to take corrective actions, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy may be cause for disciplinary action.

Uniform

In departments where uniforms are provided, all employees are expected to wear the uniform according to departmental policy. All uniforms are expected to be kept neat and in good repair. There may be an allowance allotted and/or uniforms will be provided for those employees required to wear uniforms and is specific to their respective department.

6.8 NON-SMOKER PROTECTION ACT

The Town complies with the Non-Smoker Protection Act of 2007 which prohibits smoking in all public places such as buildings, equipment, and Town-owned vehicles. All employees who operate Town-owned vehicles are prohibited from smoking in the vehicle or piece of equipment. Violators of this policy will be subject to disciplinary action.

6.9 COMPUTER USE AND MONITORING

Computers, the Internet, and e-mail, as with other technologies, should be used to maximize the Town's efforts in serving its citizens. It is every employee's duty to use the Town's computer resources and communication devices responsibly, professionally, ethically, and lawfully. These policies are not intended to, and do not, grant users any contractual rights. The term "Computer Resources" refers to the Town's computers, electronic equipment, and its entire computer network.

Computer Use Policy Overview

The computer resources are the property of the Town and should be used for legitimate business purposes. While personal use of Town computer resources, including the Internet and electronic mail is not forbidden, it is discouraged. Personal use shall be minimal and shall not interfere with the performance of job duties and responsibilities. Users are permitted access to the computer to assist them in performing their jobs. Confidential information or other information that would cause citizens to lose confidence in the Town or its personnel should not be provided using e-mail or shared with individuals outside the Town's employment ranks.

No one may use loopholes or acts of subterfuge within the computer security systems or knowledge of a special password to damage computer systems, to compromise sensitive information, to obtain extra resources, to take resources from another user, to gain access to systems or to use systems from which proper authorization has not been given. Users may not impersonate other individuals or misrepresent themselves.

Use of the computer is a privilege that may be restricted or revoked at any time. All information contained in the computer and all documents generated there from are for the exclusive use of the Town in connection with the conduct of its business and are the sole property of the Town.

Waiver of Privacy Rights

Users expressly waive any right of privacy in anything they create, store, send or receive using a town computer.

Compliance with Laws and Licenses

In their use of computers, users must comply with all software licenses and copyrights and all state, federal and international laws governing intellectual property and online activities.

Communication of Trade Secrets

Unless expressly authorized by the Town, sending, transmitting, or otherwise disseminating proprietary data, trade secrets or other confidential information of the Town is prohibited.

Use of Encryption Software

Users may not install or use encryption software on any computers without first obtaining written permission from the Town.

Monitoring Usage

The Town has the right to monitor sites visited by employees on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by others. Employee violations of any of the provisions outlined in this policy may subject employee to disciplinary action.

Public Records

All employee correspondence in the form of electronic mail, including computers, computer files, software, Internet access, voice mail and the e-mail system, are public records under the Tennessee Public Records Act and may be subject to public inspection under the law.

6.10 SOCIAL MEDIA USE AND INTERNET POSTING

This policy applies to every employee, whether part-time, full-time, currently employed by the Town of Mount Carmel in any capacity who posts any material whether written, audio, video or otherwise on any website, blog or any other medium accessible via the internet.

The policy applies to municipal employees posting content to non-Town created social media platforms in their personal capacity. Employees are prohibited from posting anything on the internet that could be construed as an act of unlawful harassment, a threat, or other evidence of discrimination. Employees should limit their personal internet activities to non-working hours, meal periods and/or rest breaks.

An employee may not characterize him or herself as representing the Town, directly or indirectly, in any online

posting unless pursuant to a written policy of the Town or at the direction of a supervisor.

The simultaneous use of a Town email address, job title, official Town name, or logo in conjunction of a posting shall be evidence of an attempt to represent the Town in an official capacity. Other communications leading a reasonable viewer to conclude that a posting was made in an official capacity shall also be deemed evidence to represent the Town in an official capacity.

Any postings on non-Town social media made in an official capacity may be subject to the Tennessee Open Records Act.

When posting in a personal social media account an employee should take reasonable care to distinguish that his content is a personal expression and not that of the agency.

Employees who violate the terms of this policy are subject to discipline up to and including termination.

6.11 RECORDING AND CAMERA DEVICES

Electronic recorders are prohibited, except when the use of an audio recorder is part of the employee's job responsibilities as strictly defined within his/her job description. Electronic recordings are allowed during official Board of Mayor and Aldermen and other various commission meetings. Audio recordings may also be utilized during disciplinary or grievance hearings for documentation purposes at the discretion of the Department Head and/or Town Administrator. Failure to comply will result in prompt disciplinary actions.

6.12 DISCIPLINARY ACTION

The Town's progressive discipline process is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

The Town reserves the right to discharge employees at will, for cause or for no reason, except that no employee will be discharged for reasons that are prohibited by state and federal law. Acceptable disciplinary actions include, but are not limited to:

- Retraining
- Personal Improvement Plan
- Counseling and verbal warning
- Written warning
- Suspension/probation and final written warning
- Suspension or Termination

Behavior that is illegal, and/or involves theft, substance abuse, intoxication, fighting and any other acts of violence or threats at work may not be subject to routine or normal progressive discipline, and may result in immediate termination. Such behavior may also be reported to the appropriate local law enforcement authorities.

All employees are required to promptly self-report any criminal charges, arrests, or convictions to Town Administration or their immediate supervisor, as such disclosures are essential to maintaining the integrity, safety, and compliance standards of the Town.

Employees who have been terminated for cause are not eligible for rehire.

SECTION 7: POLITICAL ACTIVITY, ETHICS, AND CONDUCT

7.1 CODE OF ETHICS

The code of ethics for personnel of the municipality was adopted in 2007. By Ordinance 320. It applies to all full-time and part-time elected or appointed officials and employees, whether compensated or not, including those of any separate board, commission, committee, authority, corporation, or other instrumentality appointed or created

by the municipality.

7.2 TERMINATION, ACCOUNTABILITY AND DISCLOSURE ACT

All employees are responsible for disclosing conflicts of interest. This could include, but is not limited to, the hiring of immediate family members, using confidential information to obtain financial gain, the use of Town personnel, resources, property, supplies or funds for personal use or gain or entering certain contracts without having an open bidding process and voting on issues where personal gain is involved.

7.3 GENETIC INFORMATION AND NONDISCRIMINATION ACT

The Town of Mount Carmel is committed to providing a work environment free of discrimination and harassment based on genetic information. It is the Town's policy to notify employees and health care providers not to provide genetic information when the Town requests health related information. The notice should be included on request forms and/or provided on a separate form when employees or healthcare providers are asked to submit health-related information.

It is the Town's policy to comply with GINA's confidentiality requirements by treating genetic information in the same way as medical information. It is also the policy of the Town not to retaliate against any employee for complaining about discrimination or harassment based on genetic information. If you feel you have been discriminated against or retaliated against, or harassed based on genetic information, follow the complaint procedure detailed in the workplace harassment policy.

7.4 AMERICANS WITH DISABILITIES ACT (ADA/ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

The Town is committed to the fair and equal employment of individuals with disabilities under the ADA. It is the Town's policy to provide reasonable accommodation to individuals with disabilities who are qualified for the job in question unless the accommodation imposes an undue hardship on the Town. The Town prohibits any harassment of, or discriminatory treatment of, employees based on a disability or because an employee has requested reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment and all employees.

Eligibility

The ADA policy applies to any qualified individual with a disability who can perform the essential functions of the job with, or without, reasonable accommodation.

Disability

"Disability" refers to a physical or mental impairment that substantially limits one or more major life activities. A "qualified person with a disability" means an individual with a disability who has the requisite skills, experience, and education for the job in question, and who can perform the essential functions of the job with or without reasonable accommodation.

Reasonable Accommodation

The Town will seek to provide a reasonable accommodation for a known disability or at the request of an individual with a disability. A "reasonable accommodation" is any change or adjustment to the job application process, work environment, or work processes that would make it possible for the individual with a disability to perform the essential functions of the job and does not place undue hardship on the Town.

Essential Job Functions

For each position, the job description typically will identify essential job functions. The Town Administrator will

review job descriptions on a periodic basis to evaluate job functions designated as essential. An applicant's or employee's questions about a job's requirements should be directed to their supervisor.

Requesting Reasonable Accommodation(s)

An applicant or employee with a disability is responsible for requesting accommodation(s) from the Town Administrator or designee and engaging in an informal process to clarify what the applicant or employee needs and to identify possible accommodations. The Town will inform the applicant or employee of his/her rights under the ADA and document the interactive process discussions. An applicant or employee may be required to provide documentation from an appropriate professional, such as a doctor or a rehabilitation counsellor, concerning the applicant's disability and functional limitations. If an applicant or employee disagrees with the result of the medical examination, the applicant or employee may request a second examination performed and paid for by the applicant or employee. In the event of a disagreement in the two previous medical opinions, a third opinion may be obtained with both parties sharing the cost of the examination.

The applicant or employee should describe the problem created by a workplace barrier so that appropriate accommodation(s) may be considered. Typically, the Town Administrator will collaborate with the applicant or employee to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the applicant or employee to complete the hiring process or perform the essential functions of the job.

Based on this interactive process, reasonable accommodations will be selected that are appropriate for both the Town and the individual. While an individual's preference will be considered, the Town is free to choose between equally effective accommodations with consideration toward expense and impact on the rest of the organization. A request for reasonable accommodation may be denied if it would create an undue hardship for the Town. The Town Administrator will provide notification in writing of denial based on undue hardship. Factors to be considered when determining whether an undue hardship exists include the cost of the accommodation, the organization's overall financial resources, the financial resources of the facility at which the accommodation is to be made, the number of employees at the facility, the total number of employees of the organization, and the type of operation.

Safety

All employees are expected to comply with all safety procedures. The Town Administrator will not place qualified individuals with disabilities in positions in which they will pose a direct threat to the health or safety of others or themselves. A "direct threat" means a significant risk to the health or safety of oneself or others that cannot be eliminated by reasonable accommodation. The determination that an individual with a disability poses a direct threat typically will be made by the Town Administrator and will be based on factual, objective evidence. A written copy of the determination will be given to the applicant or employee so that he or she may submit additional information and/or challenge the determination that he or she poses a direct threat.

Confidentiality

All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Complaint Procedure

It is the policy of the Town to prohibit any harassment of, or discriminatory treatment of, applicants or employees based on a disability for requesting a reasonable accommodation. If an individual feels he or she has been subject to such treatment or has witnessed such treatment, the situation may be reported to any supervisory employee of the Town including the Town Administrator. The Town's policy prohibits retaliation against an applicant or employee for exercising his or her rights under the ADA or applicable state fair employment laws. Any employee found to have engaged in retaliation against an applicant or employee for exercising his or her rights or for making a request for reasonable accommodation under this policy will be subject to disciplinary action up to and including discharge. If an applicant or employee feels he or she has been retaliated against, the situation may be reported to any supervisory employee of the Town, or any of the following, the Town Administrator, department head or Town recorder.

APPENDICES

APPENDIX A - ACKNOWLEDGEMENT OF RECEIPT – MOUNT CARMEL PERSONNEL POLICY

This is to acknowledge that I have received a copy of the Town of Mount Carmel ("the Town") Personnel Policy and understand that it outlines certain Town policies, procedures and benefits as may exist at the time of publication. I understand that it is my responsibility to familiarize myself with all information within the Personnel Regulations.

I understand that the Personnel Regulations do NOT constitute a contract or agreement of any kind; it is merely a statement of policies and procedures. I understand that the contents of the Personnel Regulations do not confer any rights on, promises to me, or guarantee my employment for any period. I understand that the Town can alter, eliminate, or otherwise change any policy, information, or benefit described in the Personnel Regulation (except the "at-will" employment policy), without notice, at any time and it is my responsibility to review the manual periodically on the website to observe any recent changes.

I understand that my employment with the Town is employment at will and can be terminated by me of the Town at any time for any reason or no reason. I understand that, although other terms and conditions of my employment may change, this at-will employment relationship will remain in effect throughout my employment with the Town. I understand that this at-will relationship may not be modified by any oral or implied promises or agreements. I understand that no employee has a right to continued employment by virtue of anything stated or inferred in the Personnel Regulations.

I understand that nothing in the Personnel Regulations or any summary brochure or employee handbook should be deemed to be a promise by the Town to provide any benefit. Rather, the Town reserves the right to alter or eliminate any benefit, without notice, at any time.

I understand that the Personnel Regulations replaces (supersedes) all prior Town policies and all prior Town Personnel regulations, employee handbooks or manuals, and any information contained in any such prior policy, handbook, or manual is no longer in effect.

I understand and agree that all Town property must be returned upon separation from employment. By signing below, I understand and agree that the Town may deduct from my final paycheck any pre-funded benefit and any other amount due (on a depreciated/prorated basis) for failure to return Town property if the deduction(s) do not reduce final pay to below minimum wage.

Employee Signature

Date

APPENDICES

APPENDIX B - ACKNOWLEDGEMENT FORM – EMPLOYEE DRUG & ALCOHOL TESTING POLICY

As an applicant or an employee, I have carefully read the Town of Mount Carmel's drug and alcohol testing policy. I have received a copy of the Town of Mount Carmel's drug and alcohol testing policies, understood its requirements, and agreed without reservation to follow this policy. As an applicant, I am aware that my offer of employment is conditional upon the results of a drug and/or alcohol test. As an employee, I am aware that I may be required to undergo drug and/or alcohol tests, that I will be informed prior to the drug and/or alcohol test, and that I may be subject to immediate dismissal if I refuse to take the test.

As an applicant or an employee with the Town of Mount Carmel, I hereby consent to and acknowledge that I am scheduled to undergo drug and/or alcohol testing. The test for alcohol will be a breath analysis test. The drug test will involve an analysis of a urine sample, which I will provide at a designated site. The purpose of the test will be to evaluate for the presence of the following substances: amphetamines, marijuana, cocaine, opiates, PCP, alcohol, and/or any additional drugs listed in the Tennessee Drug Control Act. I authorize qualified personnel to take and have analyzed appropriate specimens to determine if drugs and/or alcohol are present in my system. I acknowledge that the drug/alcohol test results will be made available to the testing laboratory, medical review officer (MRO), the (personnel director), or his/her designee. As an applicant, I am aware that a confirmed and verified positive drug/alcohol test result will rescind my conditional offer of employment. As an employee, I am aware that a confirmed and verified positive test result may lead to disciplinary action up to and including immediate dismissal. I will present a copy of this form to the collection site when I report for my scheduled drug/alcohol test. I also understand that failure to provide adequate breath for testing without a valid medical explanation, failure to provide adequate urine for controlled substances testing without a valid medical explanation and engaging in conduct that clearly obstructs the testing process are the same as refusing to test.

Name of Applicant or Employee

Social Security Number

Department Supervisor

Department

(Signature of Applicant or Employee)

Date

(Signature of Witness)

APPENDICES

APPENDIX C – TOWN OF MOUNT CARMEL EMPLOYEE PAY PLAN

ADOPTED PAY PLAN - FY 2025/26 TOWN OF MOUNT CARMEL, TN

	Part-Time Grade A		Public Works Grade J		Administrative Support Grade N		Police Grade P		Department Directors Grade U		Assistant Town Administrator Grade X		Town Administrator Grade Z	
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
Entry	\$11.25	\$11,702.91	\$17.46	\$36,320.13	\$21.22	\$44,129.28	\$23.00	\$51,438.73	\$28.71	\$59,716.80	\$33.23	\$69,118.40	\$36.64	\$76,211.20
Step 1	\$11.53	\$11,995.48	\$17.90	\$37,228.13	\$21.75	\$45,232.51	\$23.58	\$52,724.70	\$29.43	\$61,209.72	\$34.06	\$70,846.36	\$37.56	\$78,116.48
Step 2	\$11.82	\$12,295.37	\$18.35	\$38,158.83	\$22.29	\$46,363.32	\$24.17	\$54,042.82	\$30.16	\$62,739.96	\$34.91	\$72,617.52	\$38.49	\$80,069.39
Step 3	\$12.12	\$12,602.76	\$18.80	\$39,112.81	\$22.85	\$47,522.41	\$24.77	\$55,393.89	\$30.92	\$64,308.46	\$35.79	\$74,432.96	\$39.46	\$82,071.13
Step 4	\$12.42	\$12,917.83	\$19.27	\$40,090.63	\$23.42	\$48,710.47	\$25.39	\$56,778.74	\$31.69	\$65,916.17	\$36.68	\$76,293.78	\$40.44	\$84,122.90
Step 5	\$12.73	\$13,240.77	\$19.76	\$41,092.89	\$24.00	\$49,928.23	\$26.03	\$58,198.20	\$32.48	\$67,564.08	\$37.60	\$78,201.13	\$41.45	\$86,225.98
Step 6	\$13.05	\$13,571.79	\$20.25	\$42,120.21	\$24.60	\$51,176.44	\$26.68	\$59,653.16	\$33.29	\$69,253.18	\$38.54	\$80,156.15	\$42.49	\$88,381.63
Step 7	\$13.38	\$13,911.08	\$20.76	\$43,173.22	\$25.22	\$52,455.85	\$27.35	\$61,144.49	\$34.13	\$70,984.51	\$39.50	\$82,160.06	\$43.55	\$90,591.17
Step 8	\$13.71	\$14,258.86	\$21.28	\$44,252.55	\$25.85	\$53,767.24	\$28.03	\$62,673.10	\$34.98	\$72,759.12	\$40.49	\$84,214.06	\$44.64	\$92,855.95
Step 9	\$14.05	\$14,615.33	\$21.81	\$45,358.86	\$26.50	\$55,111.42	\$28.73	\$64,239.93	\$35.85	\$74,578.10	\$41.50	\$86,319.41	\$45.76	\$95,177.35
Step 10	\$14.40	\$14,980.72	\$22.35	\$46,492.83	\$27.16	\$56,489.21	\$29.45	\$65,845.93	\$36.75	\$76,442.55	\$42.54	\$88,477.40	\$46.90	\$97,556.78
Step 11	\$14.76	\$15,355.23	\$22.91	\$47,655.16	\$27.84	\$57,901.44	\$30.18	\$67,492.08	\$37.67	\$78,353.62	\$43.60	\$90,689.33	\$48.07	\$99,995.70
Step 12	\$15.13	\$15,739.12	\$23.48	\$48,846.53	\$28.53	\$59,348.98	\$30.94	\$69,179.38	\$38.61	\$80,312.46	\$44.69	\$92,956.56	\$49.28	\$102,495.59
Step 13	\$15.51	\$16,132.59	\$24.07	\$50,067.70	\$29.25	\$60,832.70	\$31.71	\$70,908.86	\$39.58	\$82,320.27	\$45.81	\$95,280.48	\$50.51	\$105,057.98
Step 14	\$15.90	\$16,535.91	\$24.67	\$51,319.39	\$29.98	\$62,353.52	\$32.51	\$72,681.58	\$40.57	\$84,378.28	\$46.95	\$97,662.49	\$51.77	\$107,684.43
Step 15	\$16.30	\$16,949.31	\$25.29	\$52,602.37	\$30.73	\$63,912.36	\$33.32	\$74,498.62	\$41.58	\$86,487.73	\$48.13	\$100,104.05	\$53.07	\$110,376.54
Step 16	\$16.70	\$17,373.04	\$25.92	\$53,917.43	\$31.50	\$65,510.16	\$34.15	\$76,361.09	\$42.62	\$88,649.93	\$49.33	\$102,606.65	\$54.39	\$113,135.95
Step 17	\$17.12	\$17,807.36	\$26.57	\$55,265.37	\$32.28	\$67,147.92	\$35.00	\$78,270.12	\$43.69	\$90,866.17	\$50.56	\$105,171.82	\$55.75	\$115,964.35
Step 18	\$17.55	\$18,252.55	\$27.23	\$56,647.00	\$33.09	\$68,826.62	\$35.88	\$80,226.87	\$44.78	\$93,137.83	\$51.83	\$107,801.12	\$57.15	\$118,863.46
Step 19	\$17.99	\$18,708.86	\$27.91	\$58,063.18	\$33.92	\$70,547.28	\$36.78	\$82,232.54	\$45.90	\$95,466.27	\$53.12	\$110,496.14	\$58.57	\$121,835.05
Step 20	\$18.44	\$19,176.58	\$28.61	\$59,514.76	\$34.76	\$72,310.96	\$37.70	\$84,288.35	\$47.04	\$97,852.93	\$54.45	\$113,258.55	\$60.04	\$124,880.93



MOUNT CARMEL

A place to put down roots

LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

THRU: Allen Coup, Town Attorney

FROM: James Stables, Interim Town Administrator-Town Manager

DATE: August 28, 2025

RE: RESOLUTION NO. 25-659 PROVIDING ANNUAL PERFORMANCE
REVIEW (August 2024-August 2025) of JAMES STABLES as TOWN
ADMINISTRATOR/MANAGER and MODIFICATION of the TOWN
ADMINISTRATOR/MANAGER EMPLOYMENT AGREEMENT

SUMMARY:

This resolution formalizes the annual performance review of James Stables, serving as the Town of Mount Carmel Administrator/Manager and establishes certain benefits and conditions for his continued employment as Town Administrator-Town Manager through modification of the employment agreement.

REQUESTING PARTY:

Board of Mayor & Aldermen and Town Administrator/Manager

FISCAL IMPACT:

\$2,051.77 (2.49%) annual salary increase; cumulative FY 25/26 increase \$3,122.90 (3.81%) which is below the minimum cumulative for all other town employees FY 25/26 .

STAFF RECOMMENDATION:

No staff recommendation

ATTACHMENTS:

Summary & Combined Town Manager Evaluation Information (12 pages)

Revised Employment Agreement for James Stables, Town Administrator-Town Manager dated August 28, 2025 (3 pages)



**RESOLUTION PROVIDING ANNUAL PERFORMANCE REVIEW
(August 19, 2024-August 19, 2025) of JAMES STABLES as TOWN
ADMINISTRATOR/MANAGER and MODIFICATION of the TOWN
ADMINISTRATOR/MANAGER EMPLOYMENT AGREEMENT**

**BEFORE THE MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL,
TENNESSEE**

WHEREAS, the Town of Mount Carmel originally employed James Stables on August 19, 2024, as the Interim Town Administrator/Manager, and,

WHEREAS, the Board of Mayor and Aldermen previously took action to remove the interim title and employ him as the town administrator/manager on February 27, 2025, James Stables has continued to perform his duties and meet the responsibilities of the position with a high level of skill, professionalism, and dedication consistent with the expectations of the Board of Mayor and Aldermen, and the public, successfully completing one year with the Town, and;

WHEREAS, the Board of Mayor and Aldermen of the Town of Mount Carmel have completed an annual performance evaluation for the period of August 19, 2024-August 19, 2025, of James Stables as the Town Administrator/Manager and provided dialogue and feedback as to the evaluation awarding him collectively an overall "exceeds expectations" (4) rating on a scale of 1 to 5, with 1 being the lowest score and 5 being the highest score, and;

WHEREAS, the adoption of this resolution continues James Stables' employment as the Mount Carmel Town Administrator/Manager and provides certain benefits, establishes certain conditions of employment, and establishes working conditions for him as heretofore set forth in the revised employment agreement (Attachment 2); and;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AN ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE, as follows

SECTION 1. Receiving an acceptable annual performance review James Stables continues employment as the Town Administrator/Manager for the Town of Mount Carmel under the mutual covenants and benefits contained within the attached revised Employment Agreement,

Be It Resolved, the 25th day of September 2025

This Resolution was duly considered and adopted by the Board of Mayor and Aldermen, in and for the Town of Mount Carmel, Tennessee, this **25th** day of **September 2025**.

John Gibson, Mayor Attest:

Tyler Williams, Town Recorder



ANNUAL EVALUATION OF TOWN MANAGER

Management, Leadership, and Executive Skills

Name: James Stables

Department: Town Administrator/Manager

Date: September 25, 2025 (rating period 08/19/2024-08/19/2025)

INSTRUCTIONS: Please assess the Manager's performance by rating on a scale of 1 to 5, each of the items listed under each of the ten major sections. A score of 1 is the lowest and a score of 5 is the highest. If there is a rating of 1 or 5 use the comment pages to substantiate it.

A collective Management rating shall be determined for each major category after individual ratings are determined.

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
1. ABILITY TO MANAGE					
1.1 Exhibits competence in planning, organizing and follow-through.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Maintains control of organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Shows understanding of employee relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Prepares well before giving instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.5 Delegates as appropriate to allow time for Strategic leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. ABILITY TO LEAD					
2.1 Establishes clear expectations and goals to staff and board members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Involves others in decision making process while maintaining responsibility for final decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Earns the respect and gains the confidence of Town employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Exhibits integrity in all dealings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.5 Exhibits genuine concern for the employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.6 Earns the respect and confidence of the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.7 Conducts self with a high degree of professionalism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.8 Resists pressure from all sources to take inappropriate actions he/she considers detrimental to the town, board, residents, and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.9 Is politically aware but remains ethically bound, professional, and non-partisan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
3. ABILITY TO COMMUNICATE					
3.1 Consistently communicates thoughtfully, clearly, and thoroughly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2 Exhibits adequate verbal ability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3 Uses appropriate illustrations and examples.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4 Shows communicative adaptability to diverse audiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.5 Recognizes and exhibits non-verbal communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.6 Develops proactive relations with the media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.7 Permits a free flow of information to Board members from Town Manager's office when board members need to make decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. ABILITY TO MAKE DECISIONS					
4.1 Collects adequate information before making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.2 Uses reliable sources of information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.3 Does not delay important decisions nor allow pressure to cause impulsive decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4 Explains reasons for decisions to the persons affected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.5 Delegates decision making wherever appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.6 Understands the importance of timing to decision making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.7 Selects the best candidates for positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.8 Uses authority wisely and equitably.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.9 Attempts to maintain an objective view when solving problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.10 Has a working knowledge of Tennessee Municipal laws and applies it in decision making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.11 Seeks and follows the advice of the Town Attorney and Board, where appropriate, when differences of opinion exist regarding important decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.12 Gives employees an opportunity to differ with his/her proposals and to submit alternatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.13 Decision making is transparent with staff accountability clearly defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. RESPONSIVENESS TO OTHERS					
5.1 Exhibits empathy when dealing with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2 Inclined toward praising others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.3 Reacts to mistakes with patience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4 Corrects individuals in private.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
5.5 Friendly and open-minded in meeting situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6 Steady and even-tempered but not self-effacing under severe criticism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.7 Coordinates and cooperates well with staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.8 Is courteous, honorable and fair in dealings with subordinates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.9 Is fair in his/her dealings with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.10 Does not give special treatment to some managers while ignoring others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. ABILITY TO MAINTAIN AN EFFECTIVE WORK CLIMATE					
6.1 Promotes good motivational techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2 Allocates resources impartially and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3 Recognizes the achievements of employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4 Recognizes the importance of learning opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5 Promotes an ethical working environment free from conflicts of interest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.6 Encourages an atmosphere conducive to productivity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. CREATIVITY					
7.1 Demonstrates innovation in solving problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.2 Exhibits resourcefulness and ingenuity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.3 Shows flexibility without losing direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.4 Encourages creative problem solving by staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. IMPLEMENTATION OF BOARD POLICIES AND PROCEDURES					
8.1 Knows Town policies and implements them at the best level possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.2 Assumes responsibility for requesting changes as necessary in policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.3 Expresses thoughts and opinions on policy-making appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.4 Supports and executes policy decisions as finalized by the Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.5 Respects the policy-making authority and responsibility of the Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. SUPERVISION AND STAFF DEVELOPMENT					
9.1 Encourages the professional growth of staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.2 Assists staff in setting objectives and in achieving those objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.3 Understands the relationship of goal setting to improve performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.4 Uses performance evaluation tools appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	1 Does Not Meet Expectations	2 Improvement Needed	3 Meets Expectations	4 Exceeds Expectations	5 Outstanding Performance
9.5 Shows honesty in evaluations by identifying areas of weakness as well as areas of strength.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.6 Exhibits interest in the welfare of individuals and work groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.7 Supports competent staff for promotion whenever appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.8 Recognizes the importance of good employee morale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.9 Gives all employees opportunity for recognition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. PHYSICAL AND FINANCIAL RESOURCES					
10.1 Carefully prepares Town budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.2 Controls budget to maximize the use of resources available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.3 Coordinates objectives and priorities with resource allocation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.4 Understands fiscal situations generally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.5 Requests appropriate preventative maintenance and building renewal plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.6 Manages staff effectively in maintaining public buildings and grounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.7 Sets a good example of fiscal restraint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.8 Shows a capacity for knowing where funds should be allocated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.9 Prepares a realistic budget and keeps spending limits within the budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OVERALL RATING SCORE: (max. 385 = 100%)

308 = 80%

- 20 Section 01 Ability to Manage (05 sections, max. 25)
- 36 Section 02 Ability to Lead (09 sections, max. 45)
- 28 Section 03 Ability to Communicate (07 sections, max. 35)
- 52 Section 04 Ability to Make Decisions (13 sections, max. 65)
- 40 Section 05 Responsiveness to Others (10 sections, max. 50)
- 24 Section 06 Ability to Maintain an Effective Work Climate (06 sections, max. 30)
- 16 Section 07 Creativity (04 sections, max. 20)
- 20 Section 08 Implementation of Board Policies and Procedures (05 sections, max. 25)
- 36 Section 09 Supervision and Staff Development (09 sections, max. 45)
- 36 Section 10 Physical and Financial Resources (09 sections, max. 45)

OVERALL EVALUATION OBSERVATIONS & IMPRESSIONS

Alderman Cross "Overall I believe that his duties as town manager have met and been satisfactory for the town and the board-He has showed that he understands and is very helpful to answering any and all questions ask of him. He is a great asset to the board of Mount Carmel and town."

ANNUAL EVALUATION OF TOWN MANAGER

Management, Leadership, and Executive Skills

Comments

Please provide specific examples which serve as the basis for any "Does Not Meet Expectations" (1) or "Outstanding Performance" (5) ratings on the preceding items.

1. Ability to Manage

Alderman Patrick, "outstanding"

Alderman Shugart, "Mr. Stables has shown a great ability to manage not only the staff members but the board members"

2. Ability to Lead

Alderman Patrick, "outstanding"

3. Ability to Communicate

Mayor Gibson, "When working remote or out of the office for the day, communicating that to city hall would be beneficial so everyone is on the same page."

Alderman Patrick, "outstanding"

4. Ability to Make Decisions

Alderman Patrick, "outstanding"

5. Responsiveness to Others

Alderman Patrick, "outstanding"

6. Ability to Maintain an Effective Work Climate

Alderman Patrick "outstanding"

7. Creativity

Alderman Patrick, "outstanding"

8. Implementation of Commission Policies and Procedures.

Alderman Patrick, "outstanding"

9. Supervision and Staff Development

Alderman Patrick, "outstanding"

10. Physical and Financial Resources

Alderman Patrick, "outstanding"

	Gibson	Bare	Patrick	Shugart	Binstock	Cross	sect avg
Section 1 25	20 80.0%	19 76.0%	22 88.0%	25 100.0%	20 80.0%	16 64.0%	20 81.3%
Section 2 45	43 95.6%	36 80.0%	40 88.9%	45 100.0%	38 84.4%	34 75.6%	39 87.4%
Section 3 35	27 77.1%	26 74.3%	29 82.9%	35 100.0%	29 82.9%	27 77.1%	29 82.4%
Section 4 65	52 80.0%	41 63.1%	52 80.0%	65 100.0%	48 73.8%	51 78.5%	52 79.2%
Section 5 50	45 90.0%	31 62.0%	40 80.0%	50 100.0%	40 80.0%	38 76.0%	41 81.3%
Section 6 30	23 76.7%	18 60.0%	24 80.0%	30 100.0%	21 70.0%	23 76.7%	23 77.2%
Section 7 20	16 80.0%	12 60.0%	16 80.0%	20 100.0%	17 85.0%	16 80.0%	16 80.8%
Section 8 25	23 92.0%	15 60.0%	20 80.0%	25 100.0%	22 88.0%	20 80.0%	21 83.3%
Section 9 45	41 91.1%	27 60.0%	36 80.0%	45 100.0%	32 71.1%	36 80.0%	36 80.4%
Section 10 45	36 80.0%	27 60.0%	36 80.0%	45 100.0%	41 91.1%	35 77.8%	37 81.5%
Raw Total 385	326 84.7%	252 65.5%	315 81.8%	385 100.0%	308 80.0%	296 76.9%	314 81.5%

Average Town Manager Evaluation Scores from the Collective Board of Mayor and Aldermen 2025

4	1	Ability to Manage	
4	1.01	Exhibits competence in planning, organizing and follow-through	
4	1.02	Maintains control of organization	
4	1.03	Shows understanding of employee relations	
4	1.04	Prepares well before giving instructions	
4	1.05	Delegates as appropriate to allow time for Strategic leadership	
4	2	Ability to Lead	
4	2.01	Establishes clear expectations and goals to staff and board members	
4	2.02	Involves others in decision making process while maintaining responsibility for final decision.	
4	2.03	Earns the respect and gains the confidence of Town employees	
5	2.04	Exhibits integrity in all dealings	
4	2.05	Exhibits genuine concern for the employees	
5	2.06	Earns the respect and confidence of the community	
5	2.07	Conducts self with a high degree of professionalism.	
5	2.08	Resists pressure from all sources to take inappropriate actions he/she considers detrimental to the town, board, residents, and employees	
4	2.09	Is politically aware but remains ethically bound, professional, and non-partisan	
4	3	Ability to Communicate	
4	3.01	Consistently communicates thoughtfully, clearly, and thoroughly	
4	3.02	Exhibits adequate verbal ability	
4	3.03	Uses appropriate illustrations and examples	
4	3.04	Shows communicative adaptability to diverse audiences	
4	3.05	Recognizes and exhibits non-verbal communications	
4	3.06	Develops proactive relations with the media	
4	3.07	Permits a free flow of information to Board members from Town Manager's office when board members need to make decisions	
4	4	Ability to Make Decisions	
4	4.01	Collects adequate information before making decisions.	
4	4.02	Uses reliable sources of information	
4	4.03	Does not delay important decisions nor allow pressure to cause impulsive decisions	
4	4.04	Explains reasons for decisions to the persons affected	
4	4.05	Delegates decision making wherever appropriate	
4	4.06	Understands the importance of timing to decision making	
4	4.07	Selects the best candidates for positions	
4	4.08	Uses authority wisely and equitably	
4	4.09	Attempts to maintain an objective view when solving problems	
4	4.10	Has a working knowledge of Tennessee Municipal laws and applies it in decision making	

4 4.11 Seeks and follows the advice of the Town Attorney and Board, where appropriate, when differences of opinion exist regarding important decisions

4 4.12 Gives employees an opportunity to differ with his/her proposals and to submit alternatives

4 4.13 Decision making is transparent with staff accountability clearly defined

4 5 Responsiveness to Others

4 5.01 Exhibits empathy when dealing with others

4 5.02 Inclined toward praising others

4 5.03 Reacts to mistakes with patience

4 5.04 Corrects individuals in private

4 5.05 Friendly and open-minded in meeting situations

5 5.06 Steady and even-tempered but not self-effacing under severe criticism

4 5.07 Coordinates and cooperates well with staff.

4 5.08 Is courteous, honorable and fair in dealings with subordinates

4 5.09 Is fair in his/her dealings with employees

4 5.10 Does not give special treatment to some managers while ignoring others

4 6 Ability to Maintain an Effective Work Climate

4 6.01 Promotes good motivational techniques

4 6.02 Allocates resources impartially and effectively

4 6.03 Recognizes the achievements of employees

4 6.04 Recognizes the importance of learning opportunities

4 6.05 Promotes an ethical working environment free from conflicts of interest

4 6.06 Encourages an atmosphere conducive to productivity

4 7 Creativity

4 7.01 Demonstrates innovation in solving problems

4 7.02 Exhibits resourcefulness and ingenuity

4 7.03 Shows flexibility without losing direction

4 7.04 Encourages creative problem solving by staff.

4 8 Implementation of Board Policies and Procedures

4 8.01 Knows Town policies and implements them at the best level possible

4 8.02 Assumes responsibility for requesting changes as necessary in policies and procedures

4 8.03 Expresses thoughts and opinions on policy-making appropriately

4 8.04 Supports and executes policy decisions as finalized by the Board

4 8.05 Respects the policy-making authority and responsibility of the Board

4 9 Supervision and Staff Development

4 9.01 Encourages the professional growth of staff.

4 9.02 Assists staff in setting objectives and in achieving those objectives

4 9.03 Understands the relationship of goal setting to improve performance

4 9.04 Uses performance evaluation tools appropriately

4 9.05 Shows honesty in evaluations by identifying areas of weakness as well as areas of strength

- 4 9.06 Exhibits interest in the welfare of individuals and work groups
- 4 9.07 Supports competent staff for promotion whenever appropriate
- 4 9.08 Recognizes the importance of good employee morale
- 4 9.09 Gives all employees opportunity for recognition
- 4 **10 Physical and Financial Resources**
- 4 10.01 Carefully prepares Town budget
- 4 10.02 Controls budget to maximize the use of resources available
- 4 10.03 Coordinates objectives and priorities with resource allocation
- 4 10.04 Understands fiscal situations generally
- 4 10.05 Requests appropriate preventative maintenance and building renewal plans
- 4 10.06 Manages staff effectively in maintaining public buildings and grounds
- 4 10.07 Sets a good example of fiscal restraint
- 4 10.08 Shows a capacity for knowing where funds should be allocated.
- 4 10.09 Shows a capacity for knowing where funds should be allocated.

High	Low	AVG	Section/Subsection	Gibson	Bare	Patrick	Shugart	Binstock	Cross
1									
5.0	3.2	4.1	1	4.0	3.8	4.4	5.0	4.0	3.2
5.0	3.0	3.8	1.01	4.0	3.0	4.0	5.0	4.0	3.0
5.0	3.0	4.2	1.02	4.0	4.0	4.0	5.0	5.0	3.0
5.0	3.0	4.0	1.03	4.0	4.0	4.0	5.0	4.0	3.0
5.0	4.0	4.3	1.04	4.0	4.0	5.0	5.0	4.0	4.0
5.0	3.0	4.0	1.05	4.0	4.0	5.0	5.0	3.0	3.0
2									
5.0	3.8	4.4	2	4.8	4.0	4.4	5.0	4.2	3.8
5.0	4.0	4.2	2.01	4.0	4.0	4.0	5.0	4.0	4.0
5.0	3.0	4.3	2.02	5.0	4.0	4.0	5.0	5.0	3.0
5.0	3.0	4.2	2.03	4.0	4.0	5.0	5.0	3.0	4.0
5.0	3.0	4.5	2.04	5.0	4.0	5.0	5.0	5.0	3.0
5.0	4.0	4.3	2.05	5.0	4.0	4.0	5.0	4.0	4.0
5.0	4.0	4.5	2.06	5.0	4.0	4.0	5.0	5.0	4.0
5.0	4.0	4.5	2.07	5.0	4.0	4.0	5.0	5.0	4.0
5.0	4.0	4.5	2.08	5.0	4.0	5.0	5.0	4.0	4.0
5.0	3.0	4.3	2.09	5.0	4.0	5.0	5.0	3.0	4.0
3									
5.0	3.7	4.1	3	3.9	3.7	4.1	5.0	4.1	3.9
5.0	4.0	4.2	3.01	4.0	4.0	4.0	5.0	4.0	4.0
5.0	4.0	4.3	3.02	4.0	4.0	4.0	5.0	5.0	4.0
5.0	4.0	4.3	3.03	4.0	4.0	4.0	5.0	5.0	4.0
5.0	4.0	4.3	3.04	4.0	4.0	4.0	5.0	5.0	4.0
5.0	3.0	3.8	3.05	4.0	3.0	4.0	5.0	3.0	4.0
5.0	3.0	3.5	3.06	3.0	3.0	4.0	5.0	3.0	3.0
5.0	4.0	4.3	3.07	4.0	4.0	5.0	5.0	4.0	4.0
4									
5.0	3.2	4.0	4	4.0	3.2	4.0	5.0	3.7	3.9
5.0	3.0	4.0	4.01	4.0	3.0	4.0	5.0	4.0	4.0
5.0	3.0	4.2	4.02	4.0	3.0	4.0	5.0	5.0	4.0
5.0	3.0	3.8	4.03	4.0	3.0	4.0	5.0	3.0	4.0
5.0	3.0	4.0	4.04	4.0	4.0	4.0	5.0	3.0	4.0
5.0	3.0	4.2	4.05	4.0	3.0	4.0	5.0	5.0	4.0
5.0	3.0	3.8	4.06	4.0	3.0	4.0	5.0	3.0	4.0
5.0	3.0	4.0	4.07	4.0	4.0	4.0	5.0	3.0	4.0
5.0	3.0	3.7	4.08	4.0	3.0	4.0	5.0	3.0	3.0
5.0	3.0	3.8	4.09	4.0	3.0	4.0	5.0	3.0	4.0
5.0	3.0	4.2	4.10	4.0	3.0	4.0	5.0	5.0	4.0
Summary									
M	5	3	15	20.0%					
E	13	4	52	52.0%					
O	7	5	35	28.0%					
	25		102	100.0%					
M	2	3	6	4.4%					
E	23	4	92	51.1%					
O	20	5	100	44.4%					
	45		198	100.0%					
M	4	3	12	11.4%					
E	23	4	92	65.7%					
O	8	5	40	22.9%					
	35		144	100.0%					
M	12	3	36	18.5%					
E	40	4	160	61.5%					
O	13	5	65	20.0%					
	65		261	100.0%					

5.0	3.0	4.2	4.11
5.0	3.0	3.8	4.12
5.0	3.0	3.8	4.13
5.0	3.1	4.1	5
5.0	3.0	4.0	5.01
5.0	3.0	3.7	5.02
5.0	3.0	4.0	5.03
5.0	3.0	4.3	5.04
5.0	3.0	4.3	5.05
5.0	4.0	4.5	5.06
5.0	3.0	3.8	5.07
5.0	3.0	4.0	5.08
5.0	3.0	4.0	5.09
5.0	3.0	4.0	5.10
5.0	3.0	3.9	6
5.0	3.0	3.8	6.01
5.0	3.0	3.8	6.02
5.0	3.0	3.8	6.03
5.0	3.0	3.8	6.04
5.0	3.0	4.0	6.05
5.0	3.0	3.8	6.06
5.0	3.0	4.0	7
5.0	3.0	4.0	7.01
5.0	3.0	4.0	7.02
5.0	3.0	4.2	7.03
5.0	3.0	4.0	7.04
5.0	3.0	4.2	8
5.0	3.0	4.3	8.01
5.0	3.0	4.0	8.02
5.0	3.0	4.2	8.03
5.0	3.0	4.3	8.04
5.0	3.0	4.0	8.05
5.0	3.0	4.0	9
5.0	3.0	3.8	9.01
5.0	3.0	3.8	9.02
5.0	3.0	3.8	9.03
5.0	3.0	3.8	9.04
5.0	3.0	4.3	9.05

5.0 3.0 4.2 9.06
5.0 3.0 4.0 9.07
5.0 3.0 4.3 9.08
5.0 3.0 4.0 9.09
5.0 3.0 4.1 10
5.0 3.0 4.2 10.01
5.0 3.0 4.2 10.02
5.0 3.0 4.0 10.03
5.0 3.0 4.2 10.04
5.0 3.0 3.8 10.05
5.0 3.0 4.0 10.06
5.0 3.0 4.2 10.07
5.0 3.0 4.0 10.08
5.0 3.0 4.2 10.09

313.7
81.5%

80.0%

5.0	3.0	3.0	4.0	5.0	4.0	4.0
5.0	3.0	3.0	4.0	5.0	3.0	4.0
5.0	3.0	3.0	4.0	5.0	5.0	4.0
5.0	3.0	3.0	4.0	5.0	3.0	4.0
4.0	3.0	3.0	4.0	5.0	4.6	3.9
4.0	3.0	3.0	4.0	5.0	5.0	4.0
4.0	3.0	3.0	4.0	5.0	5.0	4.0
4.0	3.0	3.0	4.0	5.0	4.0	4.0
4.0	3.0	3.0	4.0	5.0	5.0	4.0
4.0	3.0	3.0	4.0	5.0	4.0	3.0
4.0	3.0	3.0	4.0	5.0	4.0	4.0
4.0	3.0	3.0	4.0	5.0	5.0	4.0
4.0	3.0	3.0	4.0	5.0	4.0	4.0
4.0	3.0	3.0	4.0	5.0	4.0	4.0
4.0	3.0	3.0	4.0	5.0	5.0	4.0

M	10	3	30	22.2%
E	26	4	104	57.8%
O	9	5	45	20.0%
			179	100.0%
				77.8%

313.7/385

308/385

OVERALL

M	71	3	213	18.4%
E	209	4	836	54.3%
O	105	5	525	27.3%
			385	100%

80.0%

EMPLOYMENT AGREEMENT OF JAMES STABLES

as

TOWN ADMINISTRATOR/MANAGER

Section 1: Term

This agreement shall remain in force and effect until such time as it is terminated pursuant to the provisions contained herein.

Section 2: Duties and Authority

The Employer agrees to employ James Stables as Town Administrator-Town Manager to perform the functions and duties specified in the Charter of the Town of Mount Carmel, and by the Municipal Code of the Town of Mount Carmel, including those duties delegated to the Town Administrator as outlined in Ordinance No.: 17-463, and to perform other legally permissible and proper duties and functions as the Board of Mayor and Aldermen may from time-to- time assign.

Section 3: Hours of Work, Leave, and Compensation

The Employee shall work a minimum of 40 hours per week including sick leave, holidays, vacation, etc., with such hours to be set by the Employer. The Employer agrees to continue allowing accrual of the following leave benefits contained within the Town of Mount Carmel Personnel Policies & Procedures effective 07/01/2025. Specifically, sick leave at the rate identified in the Personnel Policies and Procedures, Section 4: Leave Policies, 4.2 Sick Leave, for regular full-time employees, and vacation leave at the 11-15 years of service row, as defined in the Personnel Policies and Procedures, Section 4: Leave Policies, 4.1 Vacation Leave Table. Additionally, the employee will be granted executive leave and permitted to utilize it consistently with the executive leave benefit provided to exempt employees defined in Personnel Policies and Procedures, Section 3: Classification, Pay, and Fringe Benefits. The Employer agrees to pay the Employee periodic pro-rated installment payments based on an annual salary of eighty-four thousand one hundred and twenty-two dollars and ninety cents (\$84,122.90). The periodic installment payment schedule shall be the same schedule as all other employees of the Employer are paid.

Section 4: Health, Disability, Retirement, Sick Leave, Vacation, and Other Benefits

The Employer agrees to provide, and the Employee shall be entitled to, the same level of benefits provided to other employees in the Town of Mount Carmel.

Section 5: Separation of Employment and Severance

Termination with or without cause for purpose of this agreement, shall occur when (a) majority of the governing body votes to terminate the Employee at a duly authorized public meeting; or (b) the Employer, citizens or Tennessee legislature acts to amend any provisions of the charter and ordinances pertaining to the role, powers, duties, authority, responsibilities of the Employee's position that substantially changes the form of

government; or (c) the Employer reduces the base salary, compensation or any other financial benefit of the Employee, unless it is applied in no greater percentage than the average reduction of all department heads; or (d) the employee resigns at the suggestion of a majority of the governing body, whether such request is formal or informal.

- A. Termination with Cause – may occur upon a finding that the employee: (a) has been convicted of a felony or crime involving moral turpitude; or (b) has engaged in actions deemed by the Employer to be conflicts of interest as defined by State law or in the Town's Personnel Rules and Regulations; or (c) has engaged in actions deemed by the Employer to constitute gross negligence; or (d) has engaged in conduct or activities deemed by the Employer to be detrimental to the good name and reputation of the Town of Mount Carmel, provided that the employee was given written notice of specific allegations of such inappropriate conduct and that the Employee failed to substantially cure such alleged deficiencies within thirty (30) days. Should after due process the Employee be terminated for any reason listed above, Employee will be ineligible for severance. However, the employee will be eligible for payout of vacation leave time accrued, at the rate of pay earned by the employee at the time of their termination of employment.
- B. Termination without Cause – may occur in Tennessee at any time for any reason, or for no reason without incurring legal liability, with exceptions to the "EMPLOYMENT-ATWILL" identified on the Tennessee Department of Labor & Workforce Development website (<https://www.tn.gov/workforce/employees/labor-laws/labor-lawsredirect/employee-rights.html>)
- C. Voluntary resignation may occur at the Employee's discretion and must provide a minimum of a 30-day notice, unless the parties agree otherwise. Severance is not available for termination with cause or voluntary resignation and shall only apply when termination without cause is exercised and shall be awarded based on the schedule listed below.

<u>Service Time</u>	<u>Severance</u>
0 to 6 months	No Severance
6 to 12 months	An amount equal to 1.5 months of salary
12 to 24 months	An amount equal to 2.5 months of salary
24 to 36 months	An amount equal to 3.5 months of salary
36 months or more	An amount equal to 5.5 months of salary

Section 6: Disability

If the Employee is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of twelve (12) successive weeks beyond any accrued sick leave or family medical leave, and if no reasonable accommodation exists under which Employee could continue to perform his duties in the future, the Employer shall have the option to terminate this agreement subject to the conditions of Section 5.

Section 7: Professional Associations and Conferences

The Employer agrees to pay the cost of the Employee's membership in the Tennessee Town Management Association (TCMA) and International Town/County Management Association (ICMA) if the Employee so desires. The Employer will pay for Employee attendance at annual TCMA conferences and periodic ICMA conferences provided the Town's budget can reasonably pay such expenses.

Section 8: Amendments

This Agreement may only be amended by the written mutual consent of the Employer and the Employee.

Section 9: Effective Date and Severability

This Agreement shall become effective on such date as both the Employer and Employee sign the Agreement. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

John Gibson, Mayor
Town of Mount Carmel, Tennessee

Date

James Stables, Town Administrator/Manager
Town of Mount Carmel, Tennessee

Date



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross

THRU: James Stables, Town Administrator/Manager

FROM: Mitch Walker, Fire Chief

DATE: September 25, 2025

RE: **DISCUSSION & CONSIDERATION:** Memorandum of Understanding
Between U.S. Department of the Army, BAE Systems Ordinance Systems,
Inc. and the Town of Mount Carmel, TN, Fire Department

SUMMARY:

BAE Systems, with a large campus and operational presence abutting the Town, approached Fire Chief, Mitch Walker and submitted the attached memorandum of understanding for mutual-aid assistance, when available, in regard to fire rescue services for your discussion and consideration.

REQUESTING DEPARTMENT(S):

Fire Department-Mitch Walker, Fire Chief

FISCAL IMPACT:

None at this time

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

“MEMORANDUAM OF UNDERTANDING BETWEEN U.S. DEPARTMENT OF THE ARMY,
BAE SYSTEMS ORDINANCE SYSTEMS, INC. CITY OF MOUNT CARMEL, DIVISION OF
FIRE” (3 PAGES)

**MEMORANDUAM OF UNDERSTANDING BETWEEN
U.S. DEPARTMENT OF THE ARMY
BAE SYSTEMS ORDNANACE SYSTEMS, INC.
CITY OF MOUNT CARMEL, DIVISION OF FIRE**

Gentlemen/Ladies,

In order to provide effective use of available firefighting resources for control of a major emergency at Holston Army Ammunition Plant, (HSAAP), or in the City of Mount Carmel, the following proposals are submitted for your consideration.

That a majority of Holston Army Ammunition Plant, (Area B), is in Hawkins County, Tennessee bordering the City of Mount Carmel.

It is understood that the City of Mount Carmel will in no case be called upon to fight fires in structures which contain hazardous materials or explosive materials. Calls for city assistance will be made by HSAAP Commanding Officer, or designated representative, or the Ordnance Systems, Inc., (OSI), Emergency Operations Center, or the OSI Command Post.

Any request on the part of the City of Mount Carmel will be made directly by the Mayor, the City Manager, the Fire Chief or Deputy Fire Chief. Request for assistance on the part of the City of Mount Carmel must be approved by the Commanding Officer, (HSAAP), the OSI General Manager or Senior Fire Services Officer.

It is further understood that the City of Mount Carmel and HSAAP propose to render mutual assistance to each other whenever practical to do so but they do not guarantee to answer every call made. The City and HSAAP may choose not to render assistance in civil disturbance situations where there is a significant danger of physical harm to fire fighters. Assistance may be withdrawn if the plant or city officials fail to provide adequate protection to fire fighters. Firefighting equipment will not be used for riot control.

The Senior Officer of each department in charge of firefighting equipment shall for reasons of safety be authorized to withhold or withdraw any firefighting equipment needed inside the City or HSAAP limits. In such event, neither will be held responsible to respond to the call of the other. All responding personnel and equipment will be under the supervision of the Senior Fire Officer in charge of such equipment.

In consideration of the mutual benefits obtained by each party by this agreement, each party waives all claims of any kind or nature against the other for compensation or reimbursement for any loss, damage, personal injury or death occurring as a consequence of the performance of this agreement.

Subject to the above restrictions, the parties will assist each other when called upon in Fighting Fire, Hazmat, and CBRNE at specified locations on their respective properties by furnishing such fire fighting, hazmat, and CBRNE equipment, and personnel as compatible with the security and safety of the City of Mount Carmel and HSAAP.

City of Mount Carmel, Tennessee

BY: _____
Mayor

Date

City Attorney

Date

MOUNT CARMEL FIRE DEPARTMENT

BY: _____
Fire Chief

Date

U.S DEPARTMENT OF THE ARMY
HOLSTON ARMY AMMUNITION PLANT

BY: _____
Commanding Officer

Date

BAE SYSTEMS, ORDNANCE SYSTEMS INC

BY: _____
General Manager/Operations

Date

Centerra Group LLC, agrees to provide the necessary support of the Mutual Aid Plan in accordance with current contract guidelines.

BY: _____
Fire Chief

Date



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor Gibson, Vice Mayor Bare, and Alderman Gilliam,
Alderman Patrick, Alderman Shugart, Alderman Binstock, Alderman Cross
THRU: James Stables, Town Administrator/Manager
FROM: Mitch Walker, Fire Chief
DATE: September 25, 2025
RE: DISCUSSION & CONSIDERATION: Surplus Fire Department Vehicle

SUMMARY:

The Fire Department requests consideration and approval to surplus the old fire department ladder truck:

<i>Vehicle Description</i>	<i>Vehicle Identification Number</i>	<i>Tag No.</i>	<i>Mileage</i>	<i>Hours</i>
1998 Pierce Dash 75' Aerial	4P1CT02S5WA000461	TN 2809GE	124,596	8,902

This vehicle at 27 years old has more than met its useful and expected life cycle of approximately 10 to 15 years of front-line fire rescue service, and 5 to 10 years as a back-up unit, and is no longer functionally serviceable for effective use in the Town and/or the Fire Department. Any efforts to repurpose or maintain this vehicle in the Town would be costly and inefficient.

The Fire Department, if approved to surplus this vehicle, intends to market through a focused used fire apparatus dealer first, and then other available means if unsuccessful.

Any funds acquired from the sale of this fire apparatus will be placed in the general fund, and will be made available to the Fire Department to purchase equipment for the newly acquired ladder truck.

REQUESTING DEPARTMENT(S):

Fire Department-Mitch Walker, Fire Chief

FISCAL IMPACT:

Unknown currently.

STAFF RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

None