

**BRIAN WILLIAMS**  
*Mayor*

**JACKY CAGLE**  
*Councilmember*

**ANDREA WITT**  
*Councilmember*



**ESTHER HELTON**  
*Vice Mayor*

**MIKE CHAUNCEY**  
*Councilmember*

**CHRIS DORSEY**  
*City Manager*

## **City of East Ridge**

*1517 Tombras Avenue  
East Ridge, Tennessee 37412  
(423) 867~7711*

# **MONTHLY REPORT**

## **FOR**

# **NOVEMBER 2019**

## **CHRISTOPHER J. DORSEY** **CITY MANAGER**



**CHRISTOPHER J. DORSEY  
CITY MANAGER**

January 17, 2020

To: Mayor and Councilmembers, City Staff and Residents of East Ridge

Please find attached the November 2019 City Manager's Monthly Report. This report includes information submitted by the various departments which is then organized and compiled for your review.

This report recognizes the City's efforts to remain transparent and to keep the City moving forward in a positive direction.

Please feel free to contact me with any questions, comments and/or suggestions regarding this report.

Sincerely,



Christopher J. Dorsey  
City Manager

# City Manager

## Management Report: November 2019

### Legislative Accomplishments

#### City Council

##### Council Meeting – November 14, 2019

- **ORDINANCE NO. 1118** - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE FISCAL YEAR 2020 OPERATING BUDGET, ORDINANCE NO. 1105, FOR GENERAL GOVERNMENT AND ENGINEERING EXPENDITURES (2<sup>nd</sup> and final reading) - **APPROVED**
- **RESOLUTION NO. 2995** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING THE EXECUTION AND DELIVERY OF A DEVELOPMENT AGREEMENT WITH SETH R. CHAMPION RELATING TO A PROJECT IN THE BORDER REGION RETAIL DEVELOPMENT DISTRICT AND AUTHORIZING CERTAIN ACTIONS RELATING THERETO - **APPROVED**
- **RESOLUTION NO. 2996** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AWARDING BIDS FOR THE PURCHASE OF 24 SETS OF PROTECTIVE CLOTHING/TURNOUT GEAR FOR THE FIRE RESCUE DEPARTMENT - **APPROVED**
- **RESOLUTION NO. 2997** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE ISSUANCE OF INTEREST-BEARING EQUIPMENT ACQUISITION CAPITAL OUTLAY NOTES, SERIES 2019, IN AN AMOUNT NOT TO EXCEED \$132,748, AND PROVIDING FOR THE PAYMENT OF SAID NOTES – **APPROVED**
- **RESOLUTION NO. 2998** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO MEMORIALIZE THE APPOINTMENT OF CARNELL STORIE TO THE EAST RIDGE BEER BOARD (Vice Mayor Helton) – **APPROVED**
- **RESOLUTION NO. 2999** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO MEMORIALIZE THE MAYOR’S APPOINTMENT OF CARNELL STORIE AS CHAIRPERSON OF THE BEER BOARD – **APPROVED**
- **RESOLUTION NO. 3001** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO MEMORIALIZE THE APPOINTMENTS BY COUNCILMEMBER CAGLE AND COUNCILMEMBER WITT TO THE EAST RIDGE LIBRARY BOARD AND APPOINT ONE MEMBER TO THE EAST RIDGE LIBRARY BOARD – **APPROVED**
- **RESOLUTION NO. 3002** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE ADVANCEMENT OF STATE SALARY SUPPLEMENT PAYMENTS FOR ELIGIBLE FIREFIGHTERS AND POLICE OFFICERS – **APPROVED**

- **RESOLUTION NO. 3003** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO CANCEL THE SECOND MEETING IN THE MONTH OF DECEMBER 2019 – **APPROVED**
- **RESOLUTION NO. 3004** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY TO ACCEPT A DONATION FROM OSBORNE-LAFAYETTE, INC. - **APPROVED**

### Commissions and Boards

- **Planning Commission – November 4, 2019**
  - **1509 McDonald Road** – Consider the request of Roshan Patel to have the property located at 1509 McDonald Road rezoned from R-1 Residential to C-2 General Commercial District – Approved with 2 conditions - 1) Add a 6-foot privacy fence or privacy fence and berm, and 2) Limit height of building to 2 stories.
- **Board of Zoning Appeals** – No meeting in November
- **Industrial Development Board** – No meeting in November
- **Library Board** – No meeting in November
- **Beer Board – November 4, 2019**
  - Application for James Michael Ford, Hickory Pit Barbque, 5611-B Ringgold Road - **APPROVED**
  - Application for Family Dollar Stores of Tennessee – Store #23484, 6721 Ringgold Road – **APPROVED**
- **Housing Commission**
  - **November 11, 2019 – Regular Meeting**
    - **6619 State Line Road** - Boardmember Wilson made a motion to pass this case to the January 13, 2020 meeting. Motion was seconded by Boardmember Stephens. The vote was unanimous. Motion approved.
    - **5603 Oakdale Avenue** – Structure has been demolished. The case was closed in its entirety.
    - **4317 Dupont Street** – All repairs have been completed. The case was closed in its entirety.
    - **1619 Barry Road** - - Boardmember Wilson made a motion to pass this case to the January 13, 2020 meeting. Motion was seconded by Boardmember Stephens. The vote was unanimous. Motion approved.

- **5313 State Line Road** - Boardmember Wilson made a motion to pass this case to the January 13, 2020 meeting. Motion was seconded by Boardmember Stephens. The vote was unanimous. Motion approved.
- **1302 Pleasant Street** - Boardmember Rogers made a motion to pass this case to the January 13, 2020 meeting so the owner Mr. T'Juan Brooks obtains the deed to the property. Motion was seconded by Boardmember Stephens. The vote was unanimous. Motion approved.
- **5001 Fike Drive** – Boardmember Wilson made a motion to obtain an administrative warrant to inspect the property and to pass this case to the January 13, 2020 meeting. Motion was seconded by Boardmember Ezell. Boardmember Stephens abstained. Motion approved.
- **3814 Altamira Drive** - Boardmember Wilson made a motion to place this matter on hold to allow Code Enforcement to take additional efforts to locate the property owners. If Code Enforcement is able to locate the property owners, an emergency hearing will be set. Motion was seconded by Boardmember Ezell. The vote was unanimous. Motion approved.
- **3220 Gleason Avenue** – Boardmember Wilson made a motion to have the structure demolished within thirty (30) days of this notice. Boardmember Stephens seconded the motion. The vote was unanimous. Motion approved.
- **708 Donaldson Avenue** – Boardmember Stephens made a motion to pass this case to the January 13, 2020 meeting. Motion seconded by Boardmember Rogers. The vote was unanimous. Motion approved.
- **1318 West End Avenue** – Boardmember Wilson made a motion to have the property owner immediately take efforts to repair the emergency dangerous conditions. Property owner shall have a licensed residential contractor complete the FEMA substantial improvement form and have submitted to Code Enforcement by November 25, 2019. The case will be heard again at the January 13, 2020 meeting. Boardmember Stephens seconded the motion. The vote was unanimous. Motion approved.
- **3707 Wiley Avenue** – Boardmember Wilson made a motion to pass this case to the January 13, 2020 meeting. Boardmember Ezell seconded the motion. The vote was unanimous. Motion approved.
- **5346 Ringgold Road** – Boardmember Wilson made a motion to pass this case to the January 13, 2020 meeting. Boardmember Ezell seconded the motion. The vote was unanimous. Motion approved.

**CITY MANAGER:**

**Administration Meetings**

- Monthly meetings with Department Heads and Supervisory Staff
- Advanced Discussions of new development interest for property bordering I-75
- Working with TDEC and NPS on the Camp Jordan Conversion
- Small Cities City Manager Meeting
- Department Head Weekly Meetings
- Attended PRIMA Conference in Franklin, TN

**Ongoing Work**

- Camp Jordan Conversion Process
- Drainage design from tunnels east to McBrien Road
- Sidewalk design and ROW acquisition from tunnels east towards McBrien Road
- Updating codification of Municipal Code
- Updating draft of Human Resources Manual
- Working on economic development projects

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## **City of East Ridge**

*1517 Tombras Avenue  
East Ridge, Tennessee 37412  
(423) 867~7711*

### **MEMORANDUM**

**TO:** Mayor and Council; City Manager

**FROM:** Kenny Custer Assistant City Manager

**SUBJECT:** November Report

**DATE:** 12-16-2019

- Attended Council Meetings
- Attended WWTB Board and Committee Meetings
- Attended AHO Hearing
- Attended Planning Commission
- Attended TML District Meeting
- Met with Engineers on final walk thru of Camp Jordan
- Conducted a meeting with outdoor advertisement.
- Met with Building Maintenance staff on upcoming building modifications needs
- Conducted a site visit of various areas of concern related to drainage
- Conducted a site visit at the CRW property along the interstate
- Conducted interviews for Sanitation Department
- Worked with Street Department staff on clean out of Catch Basins and evaluate Street Cuts
- Worked with Sanitation to alleviate citizen complaints relating to can placement and access



## Finance and Administration Monthly Report November 2019

### FINANCE DIRECTOR

- Staff meetings - 4
- Council meeting - 1
- Finished work on the FY 2019 for Auditors.
- East Ridge Futbol Club Board Meeting
- Meeting at Department of Revenue (Nashville)
- Prepared Financial Report for October 2019
- Industrial Development Board Meeting
- Worked with TN Municipal Bond Fund – New Capital Outlay Note – Police Vehicles
- Prepared Budget Amendment
- Attended 2019 Tennessee Public Risk Management Association conference (TNPRIMA)
- Meetings with Various Department Heads related to financial issues
- Unclaimed Property Report – Treasury Department (TN)
- Daily accounting functions such as processing purchase orders and payables, deposits, bank reconciliations etc.

### HUMAN RESOURCES MANAGER

- Attended Staff Meetings
- Other needs for employee personnel matters and insurance
- Reconcile and payments of all Insurance Policies
- Collection of Conflict of Interest Forms verified for each employee
- Began updating ALL personnel files
- Attended Tennessee Public Risk Management Association conference (TNPRIMA)
- Resignations: Facilities and Event Coordinator, Sanitation Collector
- Held interviews for Sanitation Driver
- Hired: Sanitation Driver, Part-Time Librarian Assistant
- E-Verify Reporting & Tennessee New Hire Reporting
- Orientation for Part-Time Worker
- Openings: Sanitation Collector, Fire Fighter
- Completed VOE (verification of employment) forms
- Submitted forms to apply for COBRA Insurance
- Submitted form for terminated employees refund for TCRS contributions

## CITY RECORDER

- Attended Weekly Staff Meetings
- Prepared packets for Council meetings
- Prepared minutes for Council Meetings
- Attended Beer Board and prepared packets and minutes
- Attended Planning Commission and prepared minutes
- Fulfilled Open Records Requests
- Met with former employee for inspection of records
- Sent out beer renewal notices
- Sent our wrecker renewal notices for wreckers on PD rotation list
- Sent out bid packet for Installation of Equipment for Four 2020 Police Pursuit SUVs
- Other day-to-day duties

## COMMUNITY INVOLVEMENT COORDINATOR – GRANT REPORT

- **Grants Applied For:**
  - **Traffic Signal Modernization Program Grant (Traffic)** – Replace three intersections with new equipment (*Preliminary Application Only*) Applied 11/20/19 (Resent 12/16/19)
- **Grant Awards Received:**
  - N/A
- **Reimbursements Submitted/Received:**
  - N/A
- **Miscellaneous:**
  - N/A

# CARTA CARE-A-VAN PROGRAM

## NOVEMBER 2019

### TRIP TOTALS

MONTHS	FY 18	FY 19	FY 20
July	0	101	100
August	0	119	78
September	28	127	103
October	46	150	158
November	79	102	191
December	132	72	
January	153	82	
February	107	85	
March	102	96	
April	76	117	
May	114	95	
June	95	74	

**932                    1220                    630**  
**Average/Mo        77.66                    101.66**  
**\*Sept-June                                    83.33**  
**Increase average                            5.67**

### USER TOTALS

MONTHS	FY 18	FY 19	FY 20
July	0	14	9
August	0	14	12
September	1	16	16
October	5	16	16
November	11	14	14
December	11	10	
January	10	8	
February	13	9	
March	10	10	
April	9	12	
May	12	14	
June	11	11	

**93                    148                    67**  
**Average/Mo        7.75                    12.33**  
**\*Sept-June                                    10**  
**Increase average                            2.25**

### COST TOTALS (\$7.50/per trip)

MONTHS	FY 18	FY 19	FY 20
July	\$ -	\$ 757.50	\$ 750.00
August	\$ -	\$ 892.50	\$ 585.00
September	\$ 210.00	\$ 952.50	\$ 772.50
October	\$ 345.00	\$ 1,125.00	\$ 1,185.00
November	\$ 592.50	\$ 765.00	\$ 1,432.50
December	\$ 990.00	\$ 540.00	\$ -
January	\$ 1,147.50	\$ 615.00	\$ -
February	\$ 802.50	\$ 637.50	\$ -
March	\$ 765.00	\$ 720.00	\$ -
April	\$ 570.00	\$ 877.50	\$ -
May	\$ 855.00	\$ 712.50	\$ -
June	\$ 712.50	\$ 555.00	\$ -

**\$ 6,990.00    \$ 9,150.00    \$4,725.00**  
**Increase/Decrease                                    \$2,160**  
**\*Numbers from Sept-June                                    \$510**

### NEW USERS (per month)

MONTHS	FY 18	FY 19	FY 20
July			
August			
September			3
October			2
November			1
December			
January			
February			
March			
April			
May			
June			



**CITY OF EAST RIDGE**

**November 2019**

**NEW BUSINESS  
LICENSES**

<b>Issue Date</b>	<b>Company Name</b>	<b>Description</b>	<b>Address</b>	<b>Contact Name</b>
11/12/19	Sears Home Improvement Products	Contractor	1024 Florida Central Pky Longwood, FL 32750	Alfred W Nyman
11/14/19	Tienda His Pano	Retail	4300 A Ringgold Rd East Ridge, TN 37412	Miguel Escobar Lucas
11/15/19	Southland Shooters Supply	Retail	5807 Ringgold Rd East Ridge, TN 37412	Joe E Vice
11/19/19	Frazier Transportation	Transportation	185 Cecil Lane East Ridge, TN 37412	John Frazier
11/22/19	Petr Prokhnerskiy	Retail	4424 Vester Ln East Ridge, TN 37412	Petr Prokhnerskiy
11/26/19	Perpetual Motion Skates	Retail	366 Tanager Cir East Ridge, TN 37412	Schnell Reyes

**NEW BEER PERMITS**

<b>Issue Date</b>	<b>Company Name</b>	<b>Description</b>	<b>Address</b>	<b>Contact Name</b>
11/4/19	Hickory Pit Barbque		5611-B Ringgold Road East Ridge, TN 37412	James Michael Ford
11/4/19	Family Dollar Stores of TN Store #23484		6721 Ringgold Road East Ridge, TN 37412	Juanita Lockhart District Manager

**CITY OF EAST RIDGE  
MONTHLY MANAGEMENT REPORT  
MONTH OF NOVEMBER 2019**

**COURT**

NUMBER OF CITATIONS ISSUED IN NOVEMBER 2019 238

NUMBER OF DEFENDANTS APPEARING IN COURT:

NOV 5, 2019 168

NOV 12, 2019 160

NOV 19, 2019 205

NOV 26, 2019 129

TOTAL FOR MONTH 662



# East Ridge Police Department

## Chief's Monthly Report November 2019

- November 1 – Property and Evidence conducted a drug burn at the Red Bank PD
- November 7 – Acting Chief Allen met with the sale rep for Safe Fleet
- November 7 – Acting Chief Allen was a judge at the Chamber of Commerce Chili Cook-Off
- November 12 – Acting Chief Allen had the monthly meeting with City Manager Dorsey
- November 12 – Acting Chief attended met with the sales rep for Motorola
- November 14 - Acting Chief Allen participated in an on-line meeting on eCtations.
- November 14 – Acting Chief Allen attended City Council Meeting
- November 15 – Acting Chief Allen attended the PEP Regional Meeting at Collegedale
- November 15 – The Citizen's Police Academy had Range Day at the Collegedale firing range
- November 18 & 20 – ERPD held the last days of the annual In-Service Training
- November 26 – Acting Chief Allen held a staff meeting with ERPD Supervisors
- November 21 – The Citizen's Police Academy had their graduation dinner at the Community Center
- November 25 - ERPD had the first low-light qualification at the HCSO/CPD firing range
- November 28-29 – Thanksgiving holidays



## EAST RIDGE POLICE DEPARTMENT

4214 Ringgold Road ❖ East Ridge, TN 37412

Police Administration  
(423) 867-3718  
Fax (423) 867-9418

Stan Allen  
Acting Chief of Police

November 2019

### Administrative Division – Lt. Daniel Stephenson

- Daily completion of Activity Reports (including weekend) for public view at the police department and provided to ERNO.
- Met with Danny McDowell (East Ridge Food Pantry) regarding participation/assistance from the East Ridge Police Department and discussed various opportunities for officers to assist.
- Began training on new PowerDMS software to learn how to upload and establish a file system within the software. Additionally, training was completed on assigning users and granting permission levels. Accreditation training through PowerDMS was completed.
- Taught 4<sup>th</sup> Amendment course at ERPD annual in-service.
- Met with Records staff, warrants officer, and Property and Evidence staff on multiple occasions.
- Command Staff Meeting
  - In the meeting, I gave an update regarding patrol sergeants attending orientation training with the Records Division that was discussed. Three (3) of the four (4) sergeants have attended the orientation training.
  - I discussed having Field Training Officers attend the orientation training after the sergeants complete the training. I also discussed the need to have them oriented on required paperwork/process of the Warrants Division and the Property and Evidence Division. The training would help to resolve some repeated mistakes/issues regarding submission of reports and documentation requirements.
- Meeting with R.J. Young and sent off the second phase of documents for scanning project.
- Signed up for TACP Accreditation Manager training to fulfill requirements for 2<sup>nd</sup> Benchmark Report.
- Purchased new supplies for Property and Evidence processing/documentation

- Created/Designed certificate for Citizens Academy graduation
- Attended Webinar on Performance Evaluations for Public Safety (pitfalls to avoid).
- Set up meeting with Agent Youngblood, FBI with Acting Chief Allen to set up working relationship with the local field office and establishing a Task Force Officer Liaison position opportunity for someone at the ERPD.
- Facilitated patrol cars to be present at the Remote Area Medical Clinic held at Camp Jordan Arena.
- Obtained quotes for purified bottled water service for officers.
- Planned a warrant round-up, scheduled for December 12.

#### **Warrants Division – Sgt. Tim Spires**

- Provided fingerprinting service to **16** people with a total of **22** fingerprint cards.
- **78** Warrants were issued
- **15** Misdemeanor Citations were processed
- **20** Subpoenas executed for Codes Enforcement
- **15** Subpoenas issued

#### **ERPD Property and Evidence Division**

- Items Entered: **161**
- Items Disposed: **125 (additionally, two shelves of property from old cases were disposed)**
- Narcotics Disposed: **37 new cases and the drug burn on the 1<sup>st</sup>.**
- Vehicles Sold: **0**
- Firearms: **5** disposed / **29** Total for GT Distributors

**Drugs Seized – Department monthly total**

- Hash: **0** grams
- Pills: **230.5** Dosage Units
- Cocaine: **0** grams
- Heroin: **2.04** grams
- Meth: **76.72** grams
- Marijuana: **41.3** grams
- Fentanyl: **4.6** grams



# City of East Ridge

## Police Department

### MEMORANDUM:

TO: Interim Chief S. Allen

FROM: Lt. J. Creel

SUBJECT: November 2019 CID/CSU/K-9 Statistics

#### CID Statistics

Offense Reports Assigned: 26

Offense Reports Cleared: 21

Clearance Rate: 80.76%

#### CSU Statistics

Misdemeanor Arrests: 1

Felony Arrests: 3

Narcotics Seized: 7.9 g Marijuana,  
4.6 g Fentanyl

Firearms: 0

Assets: 0

Recovered Stolen Auto: 0

Search Warrants: 0

Cases for Fed Prosecution: 0

#### K-9 Statistics

Calls for Service: 11

SIA Park/Walk: 15

Stops: 2

Arrests: 2

Assist Other Agency: 1

Stop Assist: 2

Citations: 0

K9 deployments: 5













**MONTHLY REPORT  
NOVEMBER 2019  
CRIME SUPPRESSION UNIT**

11/1/2019

- Surveillance on Prigmore

11/4/2019

- Interview
- Knock and talk on Edwin Lane
- Interviewed CI

11/5/2019

- Signed up a CI
- Interviewed theft/sexual assault victim
- Knock and talk Clemons Road
- Interview with CI

11/6/2019

- Walked the halls and parking lots of East Ridge Middle and High School with the K9
- Assisted Catoosa County and US Marshall's attempting to located party with felony warrants

11/7/2019

- Assisted taking suspect into custody on warrants (Felony)

11/8/2019

- Attempted to located stolen vehicle out of East Ridge
- Assisted patrol in attempting to locate a vehicle that fled from a traffic stop

11/11/2019

- Assisted Patrol with a stop and vehicle search
- Knock and Talk at 6674 Ringgold Road. Glass Pipe and .6 grams of marijuana recovered
- Assisted in ground search for suspects that fled from stolen vehicle

11/12/2019

- Barricaded suspect on South Saint Marks
- Assisted ATF with surveillance on Fike Drive

11/13/2019

- Attempted to locate a homicide suspect with CPD
- Consensual encounter at 6674 Ringgold Road

11/14/2019

- Overdose. 6.8 grams of marijuana recovered

11/15/2019

- Consensual Encounter at OYO Hotel
- Narcotics buy/walk with ATF

11/18/2019

- Knock and Talk Edwin Lane
- Checked couple address for CPD on a party with probation violation

11/19/2019

- Took 2 suspects into custody on warrants (Felony)
- CPS referral made
- Collected 4.6 grams suspected Fentanyl and drug paraphernalia

11/20/2019

- Knock and Talk Class in Harriman, TN

11/21/2019

- Traffic Stop on silver Toyota Brass Knuckles and .5grams marijuana
- Interview with the US Marshall's at Lominique Apartments

11/22/2019

- Consensual Encounter at Cascades Motel
- Consensual Encounter at OYO Hotel
- Met and Paid Informant

11/25/2019

- Attempted Warrant service at Budgetel
- Attempted Warrant service on Keeble
- Narcotic Interview Weaver Street
- Interview inmate at Silverdale

11/26/2019

- Arrest on Violation Probation (misd)

11/27/2019

- Assisted Patrol on call at Cascade Motel
- Rolled up on disorder at the Goodwill
- Consensual Encounter at Motel 6
- Assisted CPD Narcotics in locating an address on a party

Totals:

Felony Arrest: 3

Misdemeanor Arrest: 1

Marijuana: 7.9 Grams

Fentanyl: 4.6 Grams

**MONTHLY REPORT**

**NOVEMBER 2019**

**K-9**

11 Total calls for service

2 Traffic stop assists

2 D9

5 K9 Deployments

15 Self-Initiated/Park&Walk

1 A.O.A

Paraphernalia and Marijuana roach finds from K9 deployment

Continued narcotic investigations with DEA. Attempted CI buy.

Locker checks at Middle School

Assist 506 with narcotics arrest

Assist 546/ATF with buy/bust

Assist 549 with warrant

Assist/549 with follow ups on overdose case

Interview in reference to ongoing narcotics cases.

Assist CSU with surveillance

Standby at playground

Fleet Maintenance: 527 Lights, 546 radio mount



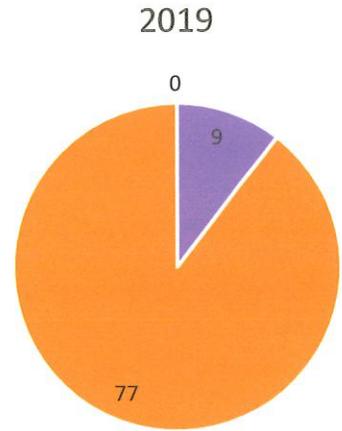
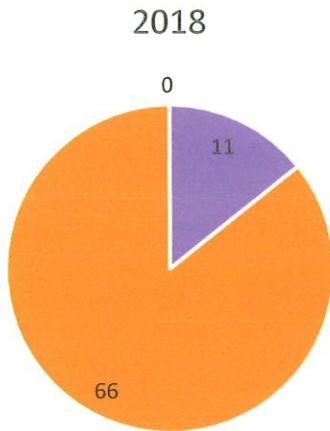
# CITY OF EAST RIDGE

## November 2019

### TRAFFIC CRASHES

**2018**  
**77**

**2019**  
**86**



■ Fatal Crashes ■ Injury Crashes ■ Property Damage

■ Fatal Crashes ■ Injury Crashes ■ Property Damage

YEAR TO DATE

# EAST RIDGE FIRE RESCUE

Summary of the Month's Activities  
November 1 – November 30, 2019

## *Fire Operations*

The Department responded to **354 calls for service** in the month of November.

## *Fire Administration*

- We have attended the City Council meetings, Tri State Mutual Aid monthly meeting, Homeland Security meeting, City Staff meetings, 911 Communications meetings and swift water meeting.
- We have interviewed three new prospective volunteer firefighters. All three have completed and passed all of the requirements. Each will now attend the next Firefighter Rookie School at Hamilton County Fire Training.
- We have interviewed several prospective candidates for the full-time firefighter position. We are currently in the process of drug screening and physical for one of the candidates that excelled above the rest. Hopefully after this process we will be offering the position to this candidate.
- We had our ISO inspection. ISO evaluates each department across the nation. They look at several items, such as water supply, communications, fire department and community assessments. The numbers are then added using their formula. We are currently a Class 2. After our evaluation we currently remain a Class 2.

- Crews have been visiting schools and eating lunch with the students. One of which was for Lunch with Dad's.
- We have posted winter safety tips on our department Facebook Page. This social media site is continually updated on the latest activity of our department. Photos from crews working on projects, fire prevention, safety tips and calls for service that the department answers. Look us up on our Facebook Page. (City of East Ridge Fire Rescue)
- We had an independent company come in and test and certify all department ladders. This is done annually.
- Crews are continuing weekly to install smoke detectors. Citizens can call station one (423-867-7100) to request smoke detectors to be installed.
- We are currently working on a Citizens Fire Academy. We will continue to keep you posted on our progress. UPDATE: This project is complete. We will let the City Manager review it for final approval. Our first academy will be in the Spring of 2020
- Crews are working on the new status boards for the fire bay. These boards are replacing the old boards that have been used since 1996.
- Crews decorated for Christmas at both stations and for the Christmas Parade.

## *Training*

Each shift completes a minimum of two hours of training each shift. Training topics for November were;

- Firefighter Safety, PPE/SCBA complete ensemble, care & cleaning (2hrs)
- Firefighter Safety, RIT bag operations and FF rescue (2hrs)
- Forcible Entry Tools, types and applications (2hrs)
- District Review, streets and hydrant locations (2hrs)
- Fire Service Aerial, water supply and hydrant hook ups (2hrs)

- Fire Hose, nozzles & adapters types proper cleaning & maintenance (2hrs)
- Fire Suppression, ventilation, salvage, overhaul & safety concerns (2hrs)
- Hazardous Materials, propane & natural gas emergencies/response (2hrs)
- Fire ground strategy & tactics, commercial building fires (2hrs)
- EMS, carbon monoxide poisoning assessment and treatment (3hrs)

Crews completed their monthly inspections of commercial businesses, typically each shift has between 7-10 inspections each month. Totaling 21-30 a month.

### **Total Cumulative Hours of Training for November – 300**

We have one Firefighter enrolled in the Hamilton County Fire Academy for Firefighter I (40 Hours a month)

We have one Firefighter enrolled in the Hamilton County Fire Academy for Firefighter II (40 Hours a month)

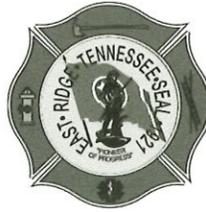
### ***Maintenance***

- Hand tools cleaned and inspected
- Preventive maintenance on SCBA (air packs)
- Replaced fuel pump, fuel injectors, and had filters burned clean on Squad 2 (Rescue engine first out at station two)

### ***Special Projects***

Our smoke detector saturation is on hold. The reason for this is that we have been using these detectors in place of the state supply detectors that we are currently out of. This is acceptable due to detectors are being installed into the homes of our citizens. And the plan is to install as many as possible across the City. THIS IS GREAT!!

# EAST RIDGE



# FIRE RESCUE

## East Ridge Fire Rescue 2019 Incident Report / Incident Totals

November 1- November 30, 2019

**Total Calls – 354**

Category	Totals	Category	Totals
Structure Fire	2	Rescue and EMS Calls	221
Vehicle Fire	5	MVC (Vehicle Accidents)	29
Brush/Grass Fires	2	Citizen Assist/Other	67
Trash/Rubbish Fires	4		
Fire Alarms/Investigations	24	Mutual Aid Received	1
Total Fire Calls	37	Mutual Aid Given	4
Fire Service Injuries	0	Civilian Fire Injuries	2
Fire Service Deaths	0	Civilian Fire Deaths	1
<b>Fire Dollar Loss</b>			
Property	\$ 41,000.00		
Contents	\$ 22,000.00		
Other	\$ 0.00		
Total Dollar Loss	\$ 63,000.00		
<b>Fire Dollar Saved</b>			
Property	\$104,340.00		
Contents	\$ 55,000.00		
Other	\$ 0.00		
Total Dollar Saved	\$159,340.00		



# City of East Ridge

1517 Tombras Avenue  
East Ridge, Tennessee 37412  
(423) 867~7711

## CITY OF EAST RIDGE SOLID WASTE REPORT NOVEMBER 2019

Solid Waste collected (tons)	558.76
Recycled materials collected (tons)	35.98
Dumpster Junk (tons)	84.74
Dumpster rentals	2
Brush Collected (loads)	20.5
Metal Collected (tons)	3.12
Cart Repairs/Replacement (lids/cans)	18/4
New/Extra Garbage Cans	0
New Recycle Cans	3



**STREET DEPARTMENT  
MONTHLY REPORT  
NOVEMBER 2019**

**WORK ORDERS**

<b>TYPE OF TASK</b>	<b>PRODUCED</b>	<b>NOTES</b>
Ditch Patrols	47 Locations	Cleaned
Litter Collection	2 Days.	6 Locations.
Miscellaneous	2 Days.	Yard Work
Steet Sweeping	8 Days	87 Streets Cleaned
Pipe Installations		
Street repairs (Potholes)	1 Day	7 Locations.
Tree Cutting	2 Days	Melody Ln./Belvoir Crest.

**Notes :**



**TRAFFIC CONTROL  
MONTHLY REPORT  
November 2019**

**WORK ORDERS**

TYPE OF TASK	PRODUCED	NOTES
New Signage	11	
Signs Installed	6	
Sign Maintenance	25	
Shop Tasks	20	Christmas Parade
Miscellaneous	25	Christmas Parade
Resident Requests	5	
Street Light Requests	1	
Banners	6	
Signal Repairs	19	
Sign Posts	8	
ERPD Requests	6	

**Notes :**

ERHS, removed flags from Bennett Rd and Tombras Ave.

Repaired (12) Ringgold Rd display light locations.

Annual Christmas Parade held. ERTC Staff provided traffic control for Event.

Attended Staff Meetings

Studies: Sewanee Dr, Prater Rd, McHall Rd, Fruitland Dr and State Line Rd.

**Signals:**

I-75 (SB) Exit Ramp at Ringgold Rd new GridSmart camera Processor installed.

St. Thomas St at Ringgold Rd, M50 Controller repaired.

I-75 (SB) Exit Ramp at Ringgold Rd, MMU Smart Monitor sent out for repairs.



**November  
2019**

**Administration**

- Youth Basketball Registrations Were Offered Online and In-Person
- Youth / Adult Indoor Soccer Registrations Were Offered Online and In-Person
- Civil Engineering Final Walk Through – Camp Jordan Renovation Project
- Staff Thanksgiving Lunch Nov. 22
- Attended Tennessee Recreation and Park Association Annual Conference in Chattanooga Nov. 18 – 21
- Created More Efficient Check-In / Check-Out Procedure for Community Center Afterschool Program
- Meeting Ronald McDonald House Charities 5K Race
- Attended Chamber of Commerce Luncheon

**Projects – Parks and Recreation**

- Winterized Camp Jordan Parkway Irrigation
- Winterized concession buildings / restrooms at Camp Jordan and East Ridge High School
- Install Indoor Soccer Walls Nov. 18 - 26
- Indoor Soccer Court Inspection – Greg Love

**Programs and Events**

- Afterschool Program Monday – Friday – Community Center
- Aerobics and Line Dancing - Community Center
- Pickleball - Community Center
- Rec Baseball, Softball, Cheer, Adult Softball, Football Games
- **Nov 2:** Alpha 5K Race - Track
- **Nov 2 - 3:** Connect One “Scenic City Fall Showcase” Tournament – Softball Fields 1-12
- **Nov 4 - 6:** TDOT training - Camp Jordan Parking Lots
- **Nov 9:** Adult Softball Tournament - Softball Fields 11-12
- **Nov 9:** UTC Intramural Baseball Game - ERHS
- **Nov 8-10:** CFCA “Riverfest” Soccer Tournament – Soccer Fields 1-8, Stadium, Softball Fields 9-10
- **Nov 8-10:** TSNS Coin Show – Arena
- **Nov 12:** ERMS Soccer Game - Stadium
- **Nov 14:** ERMS Soccer Game - Stadium
- **Nov 14 - 15:** Driving Dynamics – Camp Jordan Parking Lots
- **Nov 16 - 17:** Remote Area Medical (RAM) – Arena
- **Nov 23:** Christmas Parade

**Parks and Recreation Monthly Financials**

- See attached

**PARKS AND RECREATION  
REVENUE  
NOVEMBER 2019**

<b>Code</b>	<b>Description</b>	<b>Gross</b>
110-34640	ERHS Complex Rentals	\$460.00
110-34641	Indoor Soccer	\$94,344.56
110-34642	Community Center	\$1,550.00
110-34647	Hitting Facility - McBrien School	\$400.00
110-34651	Arena Facility Rental	\$18,356.75
110-34652	Pavilion Rentals	\$1,000.00
110-34654	Field Rentals	\$2,125.00
110-34657	Overnight RV Rental	\$700.00
110-34712	Sponsorships / Advertising	\$1,000.00
110-34742	Basketball Registrations	\$6,065.00
110-34745	Vending	\$344.95
110-34747	Rent Arena Equipment	\$1,507.00
110-34749	Select Soccer - Field Rental (CFCA)	\$4,166.68



## CITY OF EAST RIDGE - Codes/Building Activity Report November 2019

DEPARTMENT OF EMPLOYEES: 7

<b>Kenny Custer – Assistant City Manager</b>		
Michael Howell - Chief Building Official		
Mike Flynn, Jr. – Fire Code Official/ Building Inspector		
Melissa Mahoney – Administrative Assistant/Codes Tech Clerk		
Sarah Stageberg – Codes Enforcement Director		
Cameron McAllister- Codes Enforcement Officer		
Chris Gilbert – Codes Enforcement Officer		
<b><i>The purpose of the Codes Department is to ensure that all citizens and contractors are assisted concerning the issues of: Building Codes and safety, Fire Marshal Duties, and Property Maintenance Codes. The duty of this department is to inspect and enforce these regulations in a certified and professional manner.</i></b>		
Activity	Scope of Activity	Total Monthly
Issuing of Permits	Building (Commerc. & Resid.), Building, Electrical, Plumbing, Mechanical, Fire, Sign	40 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	4 inspections
Building Inspections	Building, Mechanical, Plumbing, Electrical, Energy.	85 inspections
Re-inspections	Trades that have failed first inspection	6
Signs Removed	Illegal signs removed from city limits	0
Continuing Education	Training for the departments required certification test/International Building Certif.	0 Hours
Property Maint. Liens	Unpaid property maint. issues including grass cutting, demo of unsafe structures, etc.	13 Liens
Housing Board	Cases involving repair or demo of structure	13 Cases
Zoning Board	Cases involving zoning ordinance.	0 Cases
Planning Commission	Cases involving rezoning, subdivision regulations and plat signing.	1 Case
Plan Reviews	In-house plan reviews commercial/Residential	2 reviews
Unsafe Structure Abatement	Demolition of unsafe structure	0 structure
Citations to Court	Property Maintenance Violations	20 citations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	Daily



**ANIMAL CONTROL  
MONTHLY REPORT  
November 2019**

	#
Dogs in Shelter as of November 1, 2019	32
Dogs Adopted in November	26
Cats in Shelter as of November, 2019	24
Cats Adopted in November	5
Other Animals in Shelter	2
Animals Returned to Owner	11
Animals Returned to Shelter	0
Animals Released to Wild	10
Animals Spayed/Neutered in November	40
Animals Euthanized or Died	4
Number of Calls	60

## FY19/20 Library Services Statistics as of November 30, 2019

	JULY FY19	AUG. FY19	SEPT. FY19	OCT. FY19	NOV. FY19	DEC. FY19	JAN. FY20	FEB. FY20	MAR. FY20	APR. FY20	MAY FY20	JUNE FY20	YTD FY20
CIRCULATION (BOOKS/AUDIO)	3,826	3,615	3,399	3,426	3,133								17,399
CIRCULATION E-BOOKS	69	71	53	46	39								278
COMPUTER USERS	473	560	488	553	427								2,501
NEW CARDS ISSUED	45	54	33	41	*23								196
PROGRAMS/ ATTENDANCE	11/245	9/113	12/126	21/314	**16/ 263								68/1,054
DOCUMENTS NOTORIZED	11	25	28	7	19								90
PAGES FAXED	80	107	46	68	59								360
JOBS SCANNED	21	50	52	10	13								146
COPIES MADE	2,384	2,934	2,595	2,424	2,488								12,825
ITEMS CATALOGUED	199	125	136	112	105								677
ITEMS DELETED	10	18	109	32	3								172

\*New Cards - 19 Adult/3 Juvenile      \*\* Story-time - 3 programs/51 attendance      Adult Coloring-3 programs/11 attendance  
Homeschool Book Club-3 programs/17 attendance      Knitting Club - 1 program/10 attendance      E.R. Elementary - 5 programs/105  
attendance      Family Movie Night - 69 attendance