



# City of East Ridge

1517 Tombras Avenue  
East Ridge, Tennessee 37412  
(423)867~7711 • [www.eastridgem.gov](http://www.eastridgem.gov)

Office of the City Manager

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## MONTHLY REPORT

### FOR

### DECEMBER 2023

## J. SCOTT MILLER CITY MANAGER

**Brian Williams**  
*Mayor*

**Esther Haynes**  
*Vice Mayor*

**Jacky Cagle**  
*Councilmember*

**Andrea Witt**  
*Councilmember*

**David Tyler**  
*Councilmember*

**J. Scott Miller**  
*City Manager*

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Office of the City Manager  
J. Scott Miller

## CITY MANAGER REPORT December 2023

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

Please find attached the December 2023 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,

J. Scott Miller  
City Manager

**CITY OF EAST RIDGE  
BUSINESS LICENSE  
BEER PERMITS  
DECEMBER 2023**

**BUSINESS LICENSE**

<b>BUSINESS NAME</b>	<b>ADDRESS</b>	<b>DATE</b>
TIENDA CENTRO AMERICA INC	5502 RINGGOLD RD EAST RIDGE, TN 37412	12/20/2023
ALPHA PAINTING	1405 BOYD ST EAST RIDGE, TN 37412	12/20/2023
CHATTANOOGA MUSH ROOM LLC-#3	4330 RINGGOLD RD EAST RIDGE, TN 37412	12/1/2023
SCENIC CITY SWEEPSTAKES	3904 RINGGOLD RD EAST RIDGE, TN 37412	12/1/2023

**BEER PERMITS**

None



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**Cameron McAllister**  
Administrator  
Economic & Community Development

## Monthly Report – December 2023

### Grant Project Updates:

- **TDOT PIN 120226 (McBrien Road Resurfacing)**  
TDOT submitted fully executed amendment 4 to City administration on 12/11/2023. Construction is set to begin March 1, 2024. Contract expires April 1, 2024.
- **TDOT PIN 131488 (John Ross Road Resurfacing)**  
City administration and Volkert Engineering submitted TDOT Form 5-3 checklist and preliminary plans to Local Programs Office 12/28/2023. The City is awaiting approval and recommendations from TDOT on preliminary plans.
- **TDOT PIN 122000 (Multimodal)**  
TDOT approved amendment 8 (Change Order #3) for this project. The amendment was submitted to the Mayor and City Attorney for execution. Once all signatures are received, the final document will be sent to City administration extending the contract completion date to June 28, 2024.
- **Violent Crime Intervention Fund Grant**  
City administration received final executed contract for FY24 VCIF grant 15/5/2023. Assistant Chief Creel has been purchasing approved items within the grant's scope and submitting invoices to the Economic & Community Development department. Development Administrator McAllister created a reimbursement packet for OCJP to reimburse VCIF related expenditures.
- **Statewide School Resource Officer Endowment Grant**  
Chief Uselton is working with City administration to purchase equipment for the new School Resource Officers. City administration is working to place recently hired personnel into local schools to serve at SROs.
- **Local Parks & Recreation Fund Grant**  
City administration met with TDEC officials to begin the process of preliminary requirements prior to entering contract. Development Administrator McAllister and Parks and Recreation Director Skiles completed Title VI compliance, Environmental clearance, Land activity, and began creating a protected boundary map to submit to Recreational Resources Division for approval.

### Grant Applications Submitted:

- **Greenfield Ninja X-Treme Grant**  
(Proposed Project: Camp Jordan Park)

### Grant Applications Awarded:

- **Greenfield Ninja X-Treme Grant - Awarded 12/18/2023**  
(Proposed Project: Camp Jordan Park)

### Invoice for Reimbursements Submitted:

- |   |  |  |
|---|--|--|
| • <b>TDOT PIN 120000.00</b><br>Talley Construction<br>(Multimodal Access Project)<br>Project) | • <b>TDOT PIN 131488.00</b><br>Volkert Engineering<br>(John Ross Road Resurfacing Project) | • <b>TDOT PIN 120226.00</b><br>Thompson Engineering<br>(McBrien Road Resurfacing |
|---|--|--|

## **Special Events:**

- ***Groundbreaking Ceremony*** – East Ridge Animal Services  
12/5/2023
- ***Academy Sports & Outdoors Partnership Discount Day*** – East Ridge Parks & Recreation  
12/7/2023
- ***Employee Christmas Party*** – East Ridge Fire & Police Departments  
12/8/2023
- ***Breakfast with Santa*** – East Ridge City Library  
12/9/2023
- ***Paws with Santa Claus*** – East Ridge Dog Park (East Ridge Parks & Recreation)  
12/12/2023
- ***East Ridge Christmas Market*** – East Ridge Residence (Economic & Community Development)  
12/12/2023
- ***Employee Christmas Party*** – East Ridge Parks & Recreation  
12/13/2023
- ***Cookies with Ms. Claus*** – East Ridge Parks & Recreation  
12/14/2023
- ***Department Director Christmas Breakfast*** – City Administration  
12/8/2023
- ***Employee Christmas Party*** – Public Works  
11/21/2023
- ***Employee Christmas Party*** – City Administration, Finance Department, and Building/Codes Department  
12/21/2023

## **Public Relations/Social Media Outreach:**

- ***Facebook (@City of East Ridge – Government)*** Platform Followers: 7,440  
Number of posts – 22
- ***Instagram (@CityofEastRidge)*** Platform Followers: 654  
Number of posts – 13
- ***Twitter (@CityofEastRidge)*** Platform Followers: 680  
Number of posts – 13

# City of East Ridge

## *Human Resources*

Michelle Sinigaglio

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### December Data (as of 12/31/23)

<u>Headcount</u>	<u>Budget</u>	<u>Actual</u>
Full-Time Employees	154	147
Part-Time Employees	<u>26</u>	<u>23</u>
Total	180	170

New Hires - 6  
Terminations - 3  
Transfers - 2

#### In Onboarding Process:

Police Officer -2  
Firefighter -1  
Sanitation -1

#### Recruiting for:

Building Maintenance Assistant  
Arena Assistant  
Recreation Attendant  
Library Clerk  
School Patrol

#### Pending Retirements:

0

#### Admin and/or Medical Leave

2

**CITY OF EAST RIDGE  
MONTHLY MANAGEMENT REPORT  
MONTH OF December 2023**

**COURT**

NUMBER OF CITATIONS ISSUED IN DECEMBER : 137

NUMBER OF DEFENDANTS APPEARING IN COURT:

December 5, 2023	125
December 12, 2023	139
December 19, 2023	187
December 26, 2023	NO COURT

**TOTAL DEFENDANTS APPEARING IN COURT FOR MONTH 451**





# East Ridge Police Department

## Chief's Monthly Report December 2023

The Police Department responded to a total of 2400 calls for service during December 2023.

The department filled a total of 14 open records requests from citizens and the DA's office.

A total of 746 citations were issued.

ERPD made a total of 79 physical arrests that included 130 misdemeanor charges and 42 felony charges.

The department currently has 5 probationary officers in the Field Training Program, and 4 probationary officers preparing to attend the police academy.

ERPD answered 5 calls within the City of Ridgeside and conducted daily self-initiated (directed patrols, park and walks etc.) activities.

Planning and training for the implementation of our first SRO to begin in the High School on January 8, 2024.



## EAST RIDGE POLICE DEPARTMENT

4214 Ringgold Road ❖ East Ridge, TN 37412

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

Clint Uselton  
Chief of Police

# December 2023 Events

### Administrative Division

Warrants Division / Records Division / Property and Evidence Division / Open Records / Training / General Administration

Car 14 – 22,150 miles      **Administrative Division-Lt. Rogers**

### ERP Open Records/Court Operations/Fleet Maintenance/Station

### Officer, Quartermaster, Fleet Maintenance, IT Liason

- General Admin Duties
- Met with Records Division, Warrants/Fugitive Division, Property and Evidence Division, Training Sgt.
- Assisted officers, personnel, and citizens with various requests.
- Mediated technical problems with software/databases and hardware.
- Handled Station Officer Duties (Record requests, Fleet maintenance issues, ERCC duties)
- Completed Train-the-Trainer for Valor Officer Safety & Wellness
- Worked on TylerRMS property module
- New hire Officer onboarding
- IT Issues
- Fleet Maintenance
- Granicus meeting
- Update inventory sheets
- Report Hamilton Counted Data
- Assist Litefoot with preparation on upcoming server move
- Surplus vehicles to Compass Auctions
- LPR maintenance
- Dash/Body camera maintenance
- Inservice

**Open Records**

Open Records Requests Received / Completed	<b>14</b>
Open Records Preparation Time	<b>16 Hours</b>

**Court Operations**

Hamilton County Grand Jury Cases Presented	<b>2</b>
Hamilton County Grand Jury Cases Requested	<b>0</b>
Total Hamilton County Grand Jury Appearances	<b>1</b>
Hamilton County Grand Jury File Preparation Time	<b>3 Hours</b>
East Ridge Municipal Court Appearances	<b>3</b>
East Ridge Municipal Court Prisoner Transport Assists	<b>0</b>

**Station Officer**

Citizen Contacts / Reports for Citizens in Lobby	<b>0</b>
Miscellaneous Fleet Maintenance: Strip equipment from K9 Tahoe with Lt. Beck, Vehicle #37 (F150) to Fine's Body Shop, Drop-off/Pickup vehicle #39 Truckers for equipment install, Vehicle #45 to E/R Auto, Program dash cam in vehicle #39	<b>Multiple</b>
IT Liaison Duties / Meet with Lightfoot Solutions: L6Q LPR maintenance 1100 block of Seminole, Assist with network issues, Assist Litefoot with preparation for server move,	

**Warrants Division**

Sgt. Tim Spires / Cpl. Hal Duncan

Car 23 – 102,865 miles    Sgt. Spires

Car 56 – 77,000 miles    Cpl. Duncan

➤ Fingerprinting service/fingerprint cards	<b>43</b>
➤ Warrants processed	<b>101</b>
➤ Assists with warrants	<b>29</b>
➤ Misdemeanor Citations (booking)	<b>13</b>
➤ Arrest Reports	<b>32</b>
➤ Miscellaneous Activity	<b>12</b>
➤ Offense Reports	<b>2</b>
➤ Subpoena Service for Codes Enforcement Dept.	<b>5</b>
➤ Warrant notifications mailed	<b>12</b>
➤ Warrant notifications delivered	<b>12</b>
➤ Warrants served	<b>32</b>
➤ Court liaison duties	<b>Y</b>
➤ Citizen Walk-in contacts	<b>2</b>
➤ TBI Crime Laboratory – Knoxville, TN	<b>Y</b>
➤	

**Records Division**

Candace Brown / Pam Aalberg / Myra Miracle

<b>Incident Reports</b>	<b>Arrest Reports</b>	<b>Citations</b>	<b>Calls For Service</b>
<b>362</b>	<b>130</b>	<b>229</b>	<b>1969</b>

NCIC Transactions – varies daily.

NCIC entries made by HC 911 Communications are checked by ER Records staff daily.

T.O.P. (Temporary Protection Orders) are checked and/or modified daily.

Validations – vary by month and include 10-50 entries per month.

NCIC testing and training.

Emails from HC 911 Communications checked daily.

E-Agent checked daily to ensure no unauthorized transactions have taken place.

Answered multiple phone calls and emails for police department daily.

Assisted visitors inside the police/fire departments daily.

Assisted multiple officers/detectives in case investigations and background checks.

Fire Department reports –reports checked for accuracy and compliance.

Daily check of FD reports entered in Fire Program and corrections made when needed.

Reports sent weekly to NFIRS (state program) – reports validated and corrected.

Answered emails and phone calls daily from regarding Fire Dept. related questions.

Work with HC911 with CAD assignments on new Officers.

Work with Tyler Technologies regarding RMS issues with reused badge numbers.

**ERPD Property and Evidence Division**

➤ Items Entered	221
➤ Items Disposed	4
➤ Narcotics Disposed	0
➤ Firearms – prepared for trade/sale	6
➤ Firearms traded/sold (Compass Auctions)	0
➤ Other Items Sold on Compass - Total	0
• Vehicles prepared for trade/sale	0
• General Items prepared for trade/sale	0

**Drugs Seized – Department monthly total**

➤ Pills (dosage units)	4
➤ Cocaine (grams)	0
➤ Crack Cocaine (grams)	12.26
➤ Heroin (grams)	0
➤ Meth (grams)	48.08
➤ Marijuana (grams)	581.37
➤ LSD (grams)	4
➤ Fentanyl (grams)	44.1
➤ Fentanyl (pills)	142
➤ Suboxen (du)	9
➤ Mushrooms (grams)	10

## Training Sergeant

Car 53 – 46,615 Miles

Sgt. J. Massengale

Installed rifle rack built by City Building Maint. staff to better secure and store rifles.

Attended Academy Graduation for 4 new officers with ERPD.

12/04/2023- All graduating new officers and Officer Magana, were in office and had to be set up for FTO and help with setup of gear for patrol. New hire Ian Hicks was to start today, all gear was ordered and or purchased. His onboarding was to be today and issue with his psychological exam were addressed.

Started process for 4 new hires for academy.

Continued paperwork for 4 new hires.

Took 3 new hires to range for qualification.

Taser Certification for William Miller (new hire).

Taser Exposures for new hires for certification.

Assisted with rifle qualification for Detective Stojnic.



# City of East Ridge

## Police Department

TO: Chief Clint Uselton  
 FROM: Lieutenant Greg Beck  
 RE: December 2023 CID/CSU/K-9 Statistics

### Criminal Investigations

Name	Previous Mo.	Reactivated	New Cases	Cleared Cases	Charges	Inactivated	Carried Over	Clearance Rate
G. Beck	7	0	1	2	0	0	4	200%
S. Stojnic	29	0	4	5	8	1	27	125%
G. Hawks	7	0	3	6	0	1	4	200%
W. Johnson	10	0	8	12	8	3	3	150%
VACANT	0	0	0	0	0	0	0	0%
<b>Total</b>	<b>53</b>	<b>0</b>	<b>16</b>	<b>25</b>	<b>16</b>	<b>5</b>	<b>38</b>	<b>156%</b>

CID Total New Case Assignments: 16  
 CID Total Cases Cleared: 25  
 CID Monthly Clearance Rate: 156%

**CID NOTE:** Within the past month, CID saw a reduction in the number of cases either requiring assignment, lacking solvability factors, or otherwise lacking investigative leads. As a result, CID was able to clear cases exceeding the overall number of assigned cases; this resulted in a perceived inflated clearance rate. CID has begun the utilization of CSU Investigator Davis within the on-call rotation; he has completed the requisite course in Basic Criminal Investigation and volunteered for the added duties. Detective Hawks, as part of the USMS Fugitive Task Force, has assisted in the apprehensions of individuals wanted for a variety of charges to include homicide(s), gun(s), and drug(s).

### Crime Suppression

Assigned Cases: 0  
 Self-Initiated Cases Opened: 2  
 Cases Closed: 0  
 Self-Initiated Activity: 21  
 Traffic Stops: 9  
 Arrest Warrants Sought: 0  
 Self-Initiated Arrest – MIS: 1  
 Self-Initiated Arrest – FEL: 7  
 Warrant Service – MIS: 4  
 Warrant Service – FEL: 5  
 Drug Seizures: 8  
 Firearms Seizures: 4  
 Assets Seizures: 0  
 Stolen Auto Recoveries: 2



Search Warrants – Sought: 3  
 Search Warrants – Executed: 1  
 Referrals for Fed. Prosecution: 3  
 Gang Contacts/Validations: 0

**CSU NOTE:** CSU has focused efforts on criminal activities to include drug/narcotic trafficking and property crimes. CSU had obtained and subsequently executed several search warrants which have led to the recovery of stolen vehicle(s) and narcotics. Given that Investigator Davis has completed a basic Criminal Investigations course, he has been voluntarily utilized in a supervised on-call CID rotation which will occur at set intervals until the CID vacancy is remedied.

**K-9**

Primary Officer Calls: 7  
 Back-up/Assist Calls: 45  
 Physical Arrests: 3  
 Vehicle Sniffs: 4  
 Building Search: 0  
 Area Search: 1  
 Tracks: 1  
 Traffic Stops: 29  
 Call outs: 0  
 Warrant Services: 7  
 Assist Other Agency Warrants: 0  
 K9 Training Hours: 21  
 Public Events/Demonstrations: 1  
 K9 Apprehensions: 1  
 Methamphetamine Seizures: 9.1 grams  
 Fentanyl Seizures: 0  
 Currency Seizures: \$637  
 Vehicle Seizures: 0

**K9 NOTE:** K9 team, Cpl. Beadle, and K9 Quest, continue to proactive efforts to mitigate the influx of drugs into the community. The K9 Team has worked closely with the Crime Suppression Unit to build cases and develop additional intelligence. The K9 unit has experienced an increased difficulty retaining a reliable vehicle for the dog and handler; that issue is anticipated to be resolved within the coming weeks.

**Vehicle Assignments**

Driver	Vehicle	Mileage	Make	Model	Notes
R. Landrum	15	13,330	Chevrolet	Colorado	
UNASSIGNED	25	123,956	Dodge	Charger	SURPLUS
G. Beck	29	133,860	GMC	Canyon	
B. Beadle	41	93,272	Dodge	Charger	PENDING SURPLUS
M. Crisp	50	75,594	Ford	Explorer	
T. Davis	52	75,407	Ford	Explorer	
W. Johnson	48	90,640	Dodge	Charger	
G. Hawks	77	117,100	Ford	Fusion	
UNASSIGNED	44	66,077	Chevrolet	Tahoe	SURPLUS
UNASSIGNED	54	54,240	Dodge	Journey	VACANCY
S. Stojnic	49	72,476	Dodge	Charger	
UNASSIGNED	55	62,200	Dodge	Journey	EXTENDED SERVICE

CITY OF EAST RIDGE  
POLICE DEPARTMENT  
MONTHLY REPORT  
PATROL/TRAFFIC DIVISION  
December 2023

Team Patrol / Traffic Mon/Year Dec-23

Totals	366	60	79	130	42	312	47	998	115	793	746	1328	988	23	75
Officer	Days	Warrants	Physical	Charges		Reports	Field	SIA	Crash	Traffic	Traffic	Service	Assist	Other	Warrant
Name	Worked	Obtained	Arrest	Misd.	Felony	(d1,d2)	Interview		Reports	Stops	Citations	Calls	Calls	Warrant	Service
MYRICK	10	0	0	1	0	7	0	40	0	18	10	22	55	0	0
DAVERSON	17	0	2	2	0	16	0	35	1	1	1	83	8	0	0
DARWIN	15	0	1	2	0	22	0	32	4	14	22	58	15	1	3
DYER	17	0	3	3	2	13	0	60	36	28	56	64	25	0	0
ROISTACHER	19	6	6	17	7	23	0	146	4	53	29	86	68	1	33
MCCLOUD	16	2	7	11	1	16	0	16	3	10	10	64	37	0	6
CHADWICK	10	0	0	0	0	0	0	25	0	2	0	45	35	0	0
MASSENGALE E.	5	0	0	0	0	5	0	15	0	6	10	10	10	0	0
HINSCH	14	3	0	6	0	24	3	20	1	7	9	59	35	4	3
SMITH T.	10	0	0	0	0	4	0	30	18	34	70	52	9	0	1
LIVELY	14	3	2	5	1	29	1	22	1	3	3	80	21	2	1
SMITH C.	12	0	0	0	0	10	1	14	4	5	6	41	15	0	0
TEMPLETON	12	1	2	2	0	11	0	29	2	9	2	63	17	0	
BURGESS	17	0	4	4	0	10	0	50	0	52	28	52	45	3	4
HIGHTOWER	14	0	10	5	8	11	2	37	1	17	5	48	52	0	5
JOHNSON	17	1	4	10	3	23	2	73	1	75	75	60	54	4	2
KIMSEY	16	0	0	0	0	0	0	38	0	0	0	25	66	0	0
MUELLER	16	18	6	15	4	7	0	18	17	85	99	48	44	3	0
RHUDY	17	0	3	4	0	28	6	74	2	22	15	65	108	1	6
SHARP	14	7	4	6	1	10	0	29	0	72	74	37	36	1	3
ACKERMANN	10	1	2	4	0	7	0	20	1	15	25	39	18	0	0
ALEXANDER	9	0	0	0	0	3	5	36	3	5	1	23	56	0	0
BLACKBURN	13	15	8	13	2	16	25	34	6	24	7	56	30	0	4
BURGESS	14	2	0	0	0	3	0	28	0	4	2	18	24	0	3
GODDARD	10	0	9	11	10	10	2	13	1	42	14	17	30	3	1
RESENDIZ	14	1	4	7	3	4	0	16	7	102	87	60	46	0	0
WILSON	14	0	2	2	0	0	0	48	2	88	86	53	29	0	0

December

2023



# EAST RIDGE MONTHLY ACTIVITY

Calls for Service

2265

Incidents

319

Arrests

133

Total Charges

261

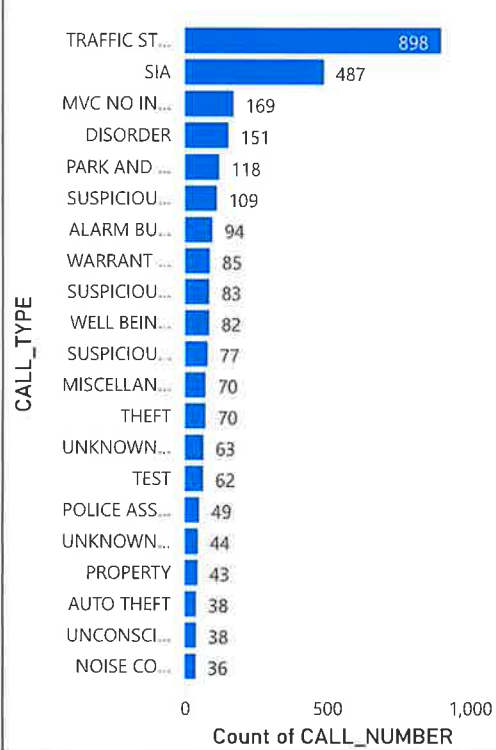
Citations

277

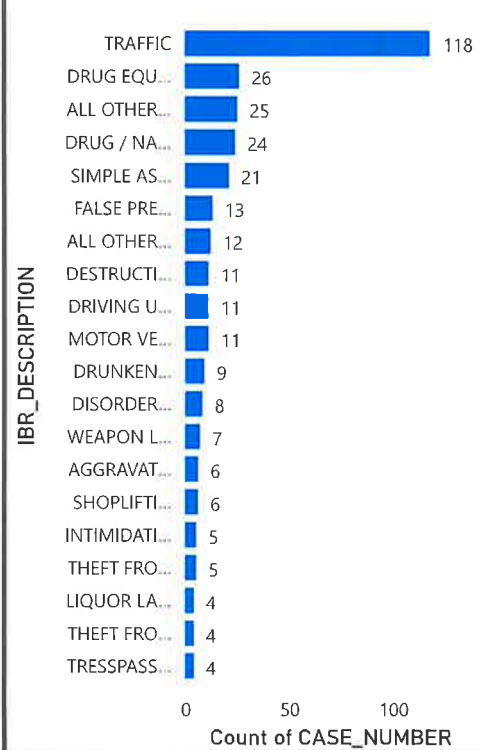
Warnings

132

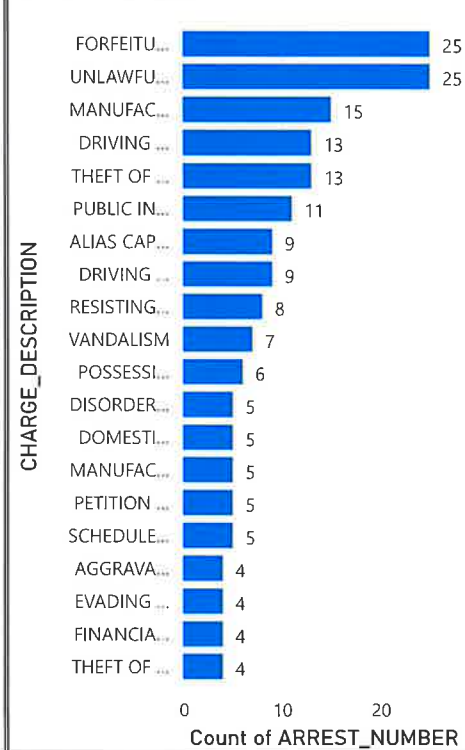
Calls by Type



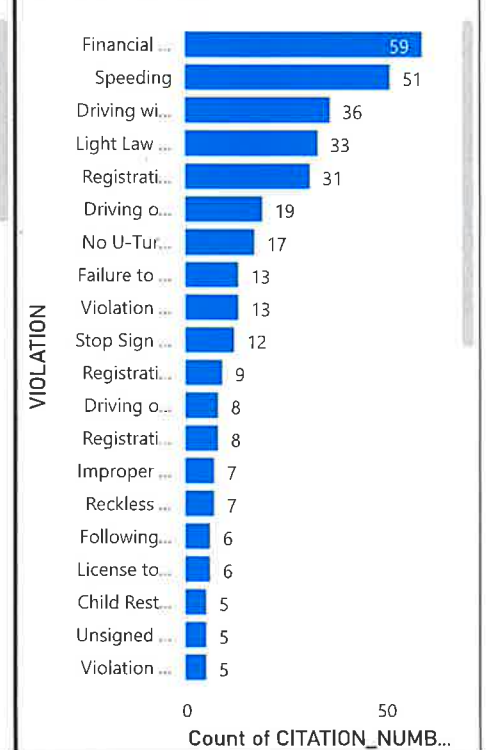
Reports by Type



Arrests by Type



Citations by Type





# Monthly Crime Report

## Chief Clint Uselton



December



2023



### Major Crimes

WEAPON LAW VIOLATIONS	9
THEFT OF MOTOR VEHICLE PARTS OR ACCESSORIES	3
THEFT FROM MOTOR VEHICLE	4
MOTOR VEHICLE THEFT	12
KIDNAPPING/ABDUCTION	1
FORCIBLE RAPE	1
FORCIBLE FONDLING	1
DRUG / NARCOTIC VIOLATION	27
DRIVING UNDER INFLUENCE	13
BURGLARY	1
AGGRAVATED ASSAULT	7

### Calls for Service

**2265**

### Reports Written

**321**

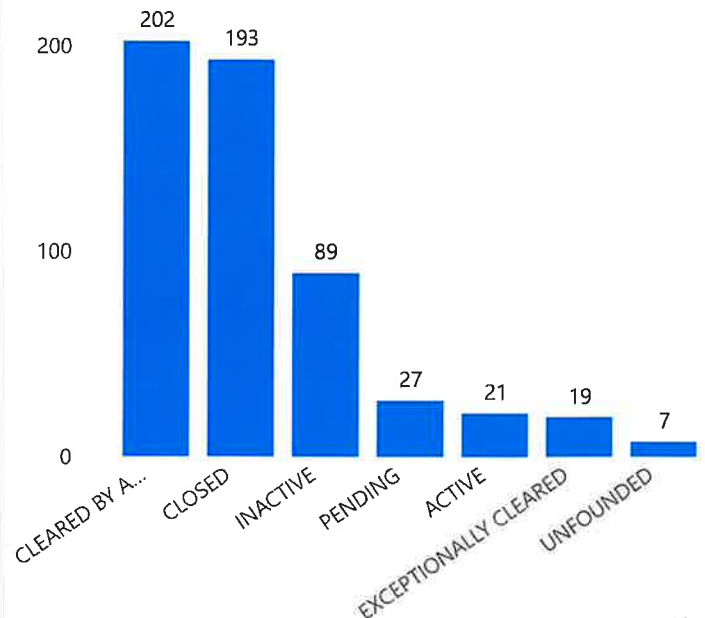
### Citations

**277**

### Warnings

**132**

### Case Status for this month's reports





# CITY OF EAST RIDGE

## December 2023

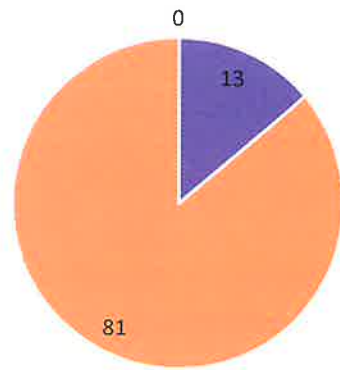
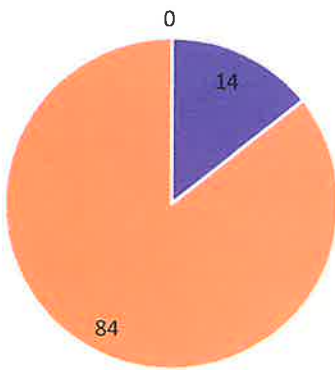
### TRAFFIC CRASHES

**2022**  
**98**

**2023**  
**94**

2022

2023



Fatal Crashes Injury Crashes Property Damage

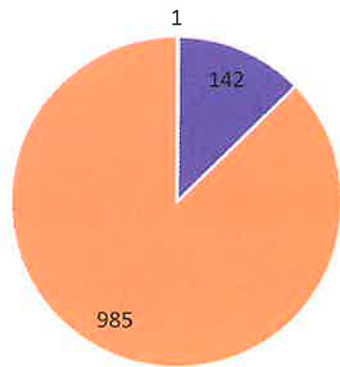
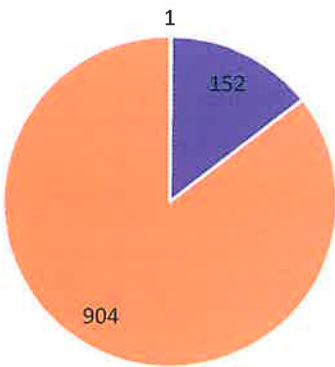
Fatal Crashes Injury Crashes Property Damage

**YTD**  
**1057**

**YTD**  
**1128**

2022

2023



Fatal Crashes Injury Crashes Property Damage

Fatal Crashes Injury Crashes Property Damage



# City of East Ridge

## Animal Services

1015 Yale Street, East Ridge, TN 37412

Office: (423) 633-7774

[jholder@eastridgetn.gov](mailto:jholder@eastridgetn.gov)

Jennifer Massengale  
Animal Services Supervisor

### December Monthly Report

ERAS responded to 89 calls for service.

There are 4 cats at the shelter and 24 cats in foster.

There are 18 dogs housed at the shelter and 5 in foster.

ERAS responded to 11 injured and/or sick animals.

ERAS responded to 4 dead animals and transported them to the shelter for disposal.

No traps were set due to weather conditions.

ERAS responded to 7 police assistances.

There were 4 cat adoptions.

There were 7 dog adoptions.

Groundbreaking for the new shelter occurred on December 5.

# EAST RIDGE FIRE RESCUE

## Summary of the Month's Activities December 1 – December 31, 2023

### *Fire Operations*

The Department responded to **237** calls for service in the month of December 2023.

### *Fire Administration*

- Staff has Scheduled fire inspections and training for each shift.
- Staff continues to receive updates on the work project of I 24 and I 75 construction.
- The department held its annual Christmas dinner with the police department.
- Staff attended the annual Legislative breakfast and discussed upcoming items of concern for 2024.
- Staff attended the groundbreaking for the new animal shelter.
- Staff has completed all promotions of open officer positions.
- Staff hired one firefighter for an open position after the promotions were completed. We are now at full staff.
- Staff attended a luncheon with TDOT to discuss issues and concerns with Tractor Trailer traffic getting stuck in the tunnels.
- Both stations decorated for the Christmas holiday.
- Staff attended a lunch with the Hamilton County Coalition.
- Crews attended a breakfast with Santa at Cross path Church.

## *Training*

Each shift completes a minimum of two hours of training each shift normally. Training topics for October were:

1. Fire Service: SCBA Evolution, RIT Operations (2/hour minimum).
2. Fire Service: Fire Dynamics, Essentials 7 Ch. 4 (2/hour minimum).
3. Rescue: Air Tools, Equipment Familiarization, Use, and maintenance (2\hour minimum).
4. Firefighter Safety: Firefighter Personal Protective Equipment, Essentials 7 Ch. 5 (2\hour minimum).
5. Driver Training: District Review-Streets, Hydrants/FDC, and Pre-Plans/Inspection. (2/hour minimum).
6. Driver Training: Aerial Setup and Operation of elevated master streams (2/hour minimum).
7. Fire Service: Portable Fire Extinguishers, Essentials 7, Ch. 6 (2/hours minimum).
8. EMS: Policies, First Responder Protocol Manual, PROC-001 to PROC-010. (3/hour minimum).
9. Fire Service: Ropes and Knots, Essentials 7, Ch. 7. (2 hour/minimum).
10. Hazardous Materials: Decontamination (2 hour/minimum).

## *Maintenance*

- Air Compressor for filling air packs was annually tested
- All ground ladders and aerial ladder were annually tested
- Ladder One front air leaking, it was repaired

## *Special Projects*

- Working on the end of the year reports.



# EAST RIDGE FIRE RESCUE

## Incident Reports by Incident Type Series December 2023

Type of Incident	Number of each
Building Fires	3
Fire In Portable Building / Shed	0
Vehicle Fires	4
Trash Fires	2
Other Fires	2
Natural/Propane Leaks	1
Spills / Haz-Mat releases	3
Medical Assist	54
EMS Calls	17
Vehicle Accidents	26
Other EMS	2
Power Lines Down	2
Arcing Electrical Equipment	2
Other Electrical	1
Assist Police	5
Police Matter	4
Assist Invalid	50
Other Citizen Assist	0

Good Intent Call	1
Dispatched/Canceled enroute	20
False Call	6
Smoke Investigation	5
CO (Carbon Monoxide) alarm	1
Alarm sounded due to malfunction	6
Alarm Sounded, False Call	1
Alarm Sounded, Unintentional	19
<b>Total Alarms For December</b>	<b>237</b>

Fire Property Loss	\$ 64,500.00
Fire Property Saved	\$ 459,500.00
Civilian Injuries	0
Civilian Deaths	0
Firefighter Injuries	0
Firefighter Deaths	0

<b>Mutual Aid Report</b>	
Mutual Aid Received	1
Mutual Aid Given	2
<b>Total Mutual Aid Calls</b>	<b>3</b>
<b>We currently have a joint response with Chattanooga Fire due to the construction of I 24 and I 75. These areas also include South Terrace and The City of Ridgeside.</b>	
Mutual Aid Received (Auto Aid Joint Response)	5
Mutual Aid Given (Auto Aid Joint Response)	12
<b>Total Mutual Aid Joint Response</b>	<b>20</b>

<b>Calls to the City of Ridgeside</b>	
Medical, citizen assist, non-fire related	<b>3</b>
Fire, related calls	<b>1</b>
<b>Total Calls for service to Ridgeside</b>	<b>4</b>

<b>Fire Marshal's Office</b>	
Annual Inspections	<b>32</b>
New Inspections	<b>22</b>
Public Education events	<b>0</b>
Plan Reviews	<b>5</b>

<b>Open Records Requests</b>	
NFIRS Report(s) requested	<b>0</b>
Other	<b>0</b>



# EAST RIDGE FIRE RESCUE

## Summary of the Year's Activities 2023

### *Fire Operations*

The Department responded to **2,784** calls for service in the year of 2023.

### *Fire Administration*

- Staff surplus, bad condition vehicles, radios, turnout gear, air pack bottles, and furniture from the old station two.
- Crews conducted annual hydrant flowing twice this year. A total of 500 hydrant.
- Staff implemented a response plan during the construction project on Ringgold Rd. this helped to maintain response times.
- Staff scheduled and retained files for annual air pack, masks, member fit testing and pulmonary functions tests.
- Staff work to develop needs for budget involving operations, manpower, and equipment.
- Staff submitted our in-service training to the Fire Commission for approval.

- Staff developed training for all shifts each month. Staff also scheduled all training for State Fire academy, National Fire Academy, Hamilton County Rookie School, Tennessee Association of Rescue Squads, IAAI (International Association of Arson Investigators), Tennessee Inspectors Association, and other outside agencies that provide training for the fire service.
- Staff scheduled and assigned members for several Public Education events. These events are as follows: Chattanooga Track Club, Mars Wrigley employee event, Kids Quest, Library 50<sup>th</sup> anniversary, Depart 30 year anniversary cookout, Roller Derby, Thrillville Fair, East Ridge Police National Night Out, Chattanooga Iron Man, Optimist Club Fishing Rodeo, National Fallen Firefighter Ceremony at the National Fire Academy in Emmitsburg MD, Career Day at East Ridge Middle School, City of East Ridge Fall Festival, River Rescue Clean up, Christmas Parade, Fireworks standby at the Chattanooga Red Wolfs Stadium, and conducted fire prevention at all Elementary Schools and Daycares in East Ridge.

### *Training*

- 2 members attended a Fire Command Operations class at the National Fire Academy in Emmitsburg MD.

- 2 members attended an advance class at the State of Tennessee Fire and Codes Academy.
- 2 members attended an advance firefighting class at the Tennessee Smokey Mountain Weekend.
- All members completed Title VI training required by the City of East Ridge
- All Fire Officers completed the Drug Free Workplace training required by the City of East Ridge
- 8 members attended TARS (Tennessee Association Of Rescue Squads) swift Water recertification
- 3 Investigators attended an IAAI (International Association of Arson Investigators) conference for recertification
- 2 Inspectors attended an Inspector Conference for recertification
- All members attended boat training operations class.

**Total department estimated training on shifts – 5,292 hours**

**Total department estimated training at specialized schools or classes – 1,220 hours**

**Total of training hours for the entire department – Over 6,000 hours**

### ***Maintenance***

- All vehicles PM (Preventive Maintenance) completed
- All small equipment PM completed
- All Fire Hose tested
- All repairs completed, except Quint 2. We are looking at options for the needed repairs. Due to its age parts are not available.
- All SCBA (Self Contained Breathing Apparatus) tested and certified
- SCBA bottle Compressor fill station tested and certified

- Surplus those vehicles that have been replaced due to condition
- Completed annual ground ladder, aerial ladders, and engine pumps tested and certified.

### *Special Projects*

- For our department and the City of East Ridge to be compliant for the Barry Brady Act all firefighters must be offered opportunity to be Cancer tested. Staff searched and located a company that would provide required testing for our firefighters at the lowest cost for the City of East Ridge.
- Scheduling all areas of training for the department and its members.
- Staff worked with Pierce to build a New Enforcer Fire Engine. This replaced a 2010 Rosenbauer Fire Engine. After its completion it was delivered, and the department conducted a wash down ceremony before placing it in service.
- Staff developed an inventory of needed equipment for the new Pierce Engine. It was ordered and received.
- Staff worked with the City Council to order an additional engine to replace a HME Fire Engine 2005 model.
- Staff budgeted and added another command truck. This is a Ford F150 4x4. The older truck will role down to use with pulling trailers, and equipment.
- Staff added a 14 ft Trailer to be used for fire prevention and special events.
- Staff worked on a grant to obtain computers for all first out apparatus. This would allow our department to budget for Mobile CAD. This system allows our department to communicate with

dispatch, hydrant locations, apparatus locations, pre plans, and dispatch updated information from all agencies responding.

- Staff worked with Human Resources to post for new firefighter positions. Six new members were hired.
- Staff worked on posting for promotions within the department. Battalion Chief Billy Quintrell retired, and we had to fill his position. This caused several other promotions that were interviewed and promoted. A Captain and Lieutenant as well.
- Ordered and received new turnout gear that was budgeted and a set from an awarded grant.
- All department uniforms were designed, ordered, and received.
- Developed 10 additional Department SOP's. (Standard Operating Procedures)
- Developed a response plan with Chattanooga Fire Department during the I 75 and I 24 construction projects.
- Worked with City Staff and City Council to develop and approve the Bridge Retirement Plan for Fire and Police.
- Planned and completed a retirement ceremony for Battalion Chief Billy Quintrell.
- Planned and completed a 30-year dedication ceremony for retired Fire Chief Eddie Phillips.
- Planned a department cookout to celebrate our 30-year anniversary.



# EAST RIDGE FIRE RESCUE

## Incident Reports by Incident Type For 2023

Type of Incident	Number of each
Building Fires	20
Cooking Fire, confined to container	2
Trash or Rubbish Fire, contained	6
Fire In Portable Building / Shed	1
Passenger vehicle fire	11
Road freight or transport vehicle fire	3
Camper or recreational vehicle fire	4
Brush or brush-and-grass mixture fire	2
Grass fire	2
Outside rubbish fire, other	12
Outside rubbish, trash or waste fire	51
Dumpster or other outside trash receptacle fire	2
Outside equipment fire	2
Fireworks explosion (no fire)	1
Trash Fires	1
Rescue, EMS incident, other	9

<b>Medical assist, assist EMS crew</b>	<b>756</b>
<b>Emergency medical service incident, other</b>	<b>3</b>
<b>EMS call, excluding vehicle accident with injury</b>	<b>203</b>
<b>Motor vehicle accident with injuries</b>	<b>141</b>
<b>Motor vehicle/pedestrian accident</b>	<b>9</b>
<b>Motor vehicle accident with no injuries</b>	<b>65</b>
<b>Lock-in</b>	<b>3</b>
<b>Extrication, rescue, other</b>	<b>1</b>
<b>Extrication of victim (s) from building/structure</b>	<b>1</b>
<b>Extrication of victim (s) from vehicle</b>	<b>8</b>
<b>Removal of victim (s) from stalled elevator</b>	<b>2</b>
<b>Rescue or EMS standby</b>	<b>3</b>
<b>Gasoline or other flammable liquid spill</b>	<b>8</b>
<b>Gas leak (natural gas or LP)</b>	<b>9</b>
<b>Oil or other combustible liquid spill</b>	<b>4</b>
<b>Chemical spill or leak</b>	<b>1</b>
<b>Carbon monoxide incident</b>	<b>2</b>
<b>Electrical wiring/equipment problem, other</b>	<b>3</b>
<b>Heat from short circuit (wiring), defective/worn</b>	<b>1</b>
<b>Overheated motor</b>	<b>3</b>
<b>Power line down</b>	<b>61</b>

<b>Arcing, shorted electrical equipment</b>	<b>13</b>
<b>Accident, potential accident, other</b>	<b>1</b>
<b>Building or structure weakened or collapsed</b>	<b>2</b>
<b>Vehicle accident, general cleanup</b>	<b>19</b>
<b>Service call, other</b>	<b>17</b>
<b>Person in distress, other</b>	<b>2</b>
<b>Lock-out</b>	<b>5</b>
<b>Ring or jewelry removal</b>	<b>2</b>
<b>Water problem, other</b>	<b>4</b>
<b>Water or steam leak</b>	<b>8</b>
<b>Smoke or odor removal</b>	<b>5</b>
<b>Animal rescue</b>	<b>1</b>
<b>Public service assistance, other</b>	<b>25</b>
<b>Assist police or other governmental agency</b>	<b>34</b>
<b>Police matter</b>	<b>29</b>
<b>Public service</b>	<b>5</b>
<b>Assist Invalid</b>	<b>544</b>
<b>Unauthorized burning</b>	<b>4</b>
<b>Cover assignment, standby, moveup</b>	<b>20</b>
<b>Good intent call, other</b>	<b>16</b>
<b>Dispatched and canceled enroute</b>	<b>220</b>

<b>Wrong location</b>	<b>4</b>
<b>No incident found on arrival at dispatch address</b>	<b>8</b>
<b>Vicinity alarm (incident in other location)</b>	<b>1</b>
<b>Steam, other gas mistaken for smoke, other</b>	<b>2</b>
<b>Smoke scare, odor of smoke</b>	<b>36</b>
<b>Steam, vapor, fog or dust thought to be smoke</b>	<b>4</b>
<b>Smoke from barbecue, tar kettle</b>	<b>1</b>
<b>Hazmat release investigation w/no Hazmat</b>	<b>2</b>
<b>False alarm or false call, other</b>	<b>40</b>
<b>Malicious, mischievous false call, other</b>	<b>3</b>
<b>Telephone, malicious false alarm</b>	<b>1</b>
<b>Smoke detector activation due to malfunction</b>	<b>14</b>
<b>Alarm system sounded due to malfunction</b>	<b>22</b>
<b>CO detector activation due to malfunction</b>	<b>1</b>
<b>Unintentional transmission of alarm, other</b>	<b>11</b>
<b>Smoke detector activation, no fire-unintentional</b>	<b>98</b>
<b>Detector activation, no fire-unintentional</b>	<b>9</b>
<b>Alarm system activation, no fire-unintentional</b>	<b>127</b>
<b>Carbon monoxide detector activation, no CO</b>	<b>3</b>
<b>Wind storm, tornado/hurricane assessment</b>	<b>1</b>
<b>Lightning strike (no fire)</b>	<b>3</b>

Severe weather or natural diaster standby	1
Special type of incident, other	1
<b>Total Alarms For 2023</b>	<b>2,784</b>

Fire Property Loss	\$ 2,999,864
Fire Property Saved	\$ 8,900,008
Civilian Injuries	2
Civilian Deaths	0
Firefighter Injuries	0
Firefighter Deaths	0

<b>Mutual Aid Report</b>	
Mutual Aid Received	10
Mutual Aid Given	15
<b>Total Mutual Aid Calls</b>	<b>25</b>

<b>Calls to the City of Ridgeside</b>	
Medical, citizen assist, non-fire related	14
Fire, related calls	9
<b>Total Calls for service to the City of Ridgeside</b>	<b>23</b>

<b>Fire Marshal's Office</b>	
<b>Annual Inspections</b>	<b>281</b>
<b>New Inspections</b>	<b>11</b>
<b>Public Education events</b>	<b>27</b>
<b>Plan Reviews</b>	<b>3</b>

<b>Open Records Requests</b>	
<b>NFIRS Report(s) requested</b>	<b>8</b>
<b>Other</b>	<b>1</b>

# Building Maintenance

## Monthly Report

### December 2023

- Research and find parts for the dog park drinking fountain.
- Inspect and plan repair for mailbox broken by sanitation.
- Drill holes in trailer jack for sanitation department.
- Add edging and egg rock to split unit enclosure and the generator enclosure.
- Repair and weld the indoor soccer cart for Parks & Rec.
- Attend CPR class.
- Move the desk in Kim's office.
- Have ice machine at sanitation repaired.
- Investigate the electrical box smoking on soccer field light pole.
- Hang surveillance monitor at the PD.
- Attend the safety meeting.
- Have special access keys made for the FD.
- Repair the outdoor enclosure at the Animal Shelter.
- Fix fire code violations.
- Repair grates at tractor shed.
- Move the scoreboard at community center to its own breaker.
- Fix lock on the library safe.
- Vacuum and mop office side of building maintenance.



# City of East Ridge

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

## CITY OF EAST RIDGE SOLID WASTE REPORT Dec-31-2023

Solid Waste collected (tons)	738.43
Recycled materials collected (tons)	56.77
Dumpster Junk (tons)	**6.11
Dumpster rentals	2
Brush Collected (loads)	18
Metal Collected (tons)	01
Cart Repairs/Replacement (lids/cans)	32
New/Extra Garbage Cans	19
New Recycle Cans	17

\*\* Dump tickets were incorrect – New driver marked tickets as garbage rather than Dumpster Junk



Street Dept.  
 Monthly Report  
 December 2023



**WORK ORDERS**

Dec. 2023

TYPE OF TASK	PRODUCED	NOTES
Drain Patrol	46 Locations	Checked & Cleaned
Ditch Cleaning	12 Locations	Cleaned out with Back-Hoe
Miscellaneous	43 Locations	Various Work Done
Asphalt Repairs	11 Locations	Pot Hole Repairs
Street Sweeper	14 Locations	Swept Streets
Litter Collection	23 Locations	Trash picked up
Boom Mower	5 Locations	Cutting R.O.W
Leaf Collection	57 Locations	Leaf-Vac Truck
Street Cut Inspections	3 Locations	Various Work Inspected

**Notes :**



**TRAFFIC CONTROL  
MONTHLY REPORT  
December 2023**

**WORK ORDERS**

TYPE OF TASK	PRODUCED	NOTES
New Signage	20	
Signs Installed	19	
Sign Maintenance	24	
Shop Tasks	15	
Miscellaneous	18	
Resident Requests	5	
Street Light Requests	6	
Banners	0	
Signal Repairs	18	
Sign Posts	9	
ERPD Requests	5	

**Notes :**

Attended TDOT Region II meeting for tunnel conflicts.

Dogwood Apartments Bus Stop relocated.

Winterized striping equipment.

Budget item new MMU Smart Monitor received, put into stock.

**STUDIES:**

**Signals:**

McBrien Rd at Ringgold Rd loops damage by construction, Dover Ln at Ringgold Rd loops damaged by construction loops will need to be replaced.



## CITY OF EAST RIDGE - Codes/Building Activity Report December 2023

EMPLOYEES: 5

Michael Howell – Chief Building Official		
Melissa Mahoney – Administrative Assistant/Permit Technician		
Danny Plunkett– Residential Building Inspector		
Torrey Holder – Codes Enforcement Officer		
Michael Pettyjohn - 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, and Property Maintenance Codes.</i></b>		
<b>Activity</b>	<b>Scope of Work</b>	<b>Total Monthly</b>
Issuing of Permits	Building (Comm. & Res.), Building, Electrical, Plumbing, Mechanical, Fire, Sign	39 permits
Building Inspections	Building, Mechanical, Plumbing, Electrical, Energy.	90 inspections
Re-inspections	Trades that have failed the first inspection	14
Street Cut Permits	WWTA, Chattanooga Gas & TAW street cut permits.	2
Street Inspections	Performed by the Street Department	0
Signs Removed	Illegal signs removed from city limits	1
Continuing Education	Training for the departments required certification test/International Building Certif.	4 Hours
Property Mani. Liens	Unpaid property maint. issues including grass cutting, demo of unsafe structures, etc.	6 Liens
Housing Board	Cases involving repair or demo of structure	6 Cases
Zoning Board	Cases involving zoning ordinance.	0 Case
Planning Commission	Cases involving rezoning, subdivision regulations, and plat signing.	1 Case
Plan Reviews	In-house building plan reviews commercial/Residential and Plat Reviews	5 Reviews
Unsafe Structure Abatement	Demolition of unsafe structure	0
Code Violations	Open Storage	42
	Disabled Vehicles	12
	Trash & Debris	12
	Other (Premise ID, Fence, Soffits, Facia Boards, Gutters, Windows, etc.)	3
	<b>Total Violations</b>	<b>69</b>
	Post for Cleanups	6
AHO Court Cases	Administrative Hearing (properties not in compliance)	14 Cases
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	Daily



# City of East Ridge

323 Camp Jordan Parkway  
East Ridge, Tennessee 37412  
(423)490-0078 • [www.eastridgeparksandrec.com](http://www.eastridgeparksandrec.com)

PARKS and RECREATION  
Shawna Skiles

## Parks and Recreation Monthly Report - December 2023

### Administration

- Town Center Kick off meeting
- Parade follow up with PD
- Chamber Board-lunch meeting
- L.PRF Grant check
- Georgia Sports Field Management Field Day - Marietta
- Comm. Center-Town Center roadway meeting
- Rio soccer meeting
- Master Plan meeting to finalize
- Town Center follow up meeting
- Parade follow up meeting with Dept. Heads
- Meeting with EPB
- TDEC meeting
- Meeting with City Sign company
- Safety Comm Meeting

### Athletic Programming Rec

- Indoor Soccer-youth 1875 players, Adult 165 player
- Basketball youth 285 players

### Maintenance / Projects – Parks and Recreation

- Assisted Preventia with Fire alarm testing
- Had a meeting to discuss removing Paint from concrete floors.
- Prepared lobby walls for paint
- Regular General maintenance on indoor soccer court to ensure safety
- Painted arena concessions stand.
- Unboxed and prepared New banquet chairs for various places in Parks and Rec department
- Did maintenance on Ballfields where Stumps had been ground.
- Ensured flags were in correct positions throughout the month to honor correctly.
- Regular general maintenance on canoe launches and Disc golf course.
- Flower bed maintenance at arena and Soccer Fields
- Cleaned out drain and storm ditches to ensure proper drainage.
- Pressure washed areas in need
- Attended to areas that needed pest control
- Made sure tires for trucks had the proper amount of air needed.

### Camp Jordan Arena Events

- Indoor soccer

### Tournaments / Athletic Events at Camp Jordan

- None- in the Winter months

## **Community Center**

- 6 active Aerobics memberships
- 19 active Open Gym memberships
- Hosted The 2nd Annual Cookies With Mrs. Claus
- Hosted The Annual East Ridge Seniors Christmas Lunch
- Multi-Purpose Room Was Utilized For CPR Training Class
- Prepared For 2024 By Updating Recdesk With Regular Programming And Holidays And Making Rental Space Available.
- Regular Programming
- Reopened The Dog Park 12/27/2023
- Christmas Card Outreach Program With East Ridge Residence Where 115 Seniors Were Hand Delivered Personalized Christmas Cards By Center Staff And Senior Fitness Participants.
- Senior Santa Senior Fitness- 50 Outreach Bags Were Gifted To Selected Seniors Outside Of The Senior Fitness Program.
- Prepared For January Event, Pancakes And Pajamas.

### FY23/24 Library Services Statistics as of December 31, 2023

	JULY FY23	AUG. FY23	SEPT. FY23	OCT. FY23	NOV. FY23	DEC. FY23	JAN. FY24	FEB. FY24	MAR. FY24	APR. FY24	MAY FY24	JUNE FY24	YTD FY23/24
<b>CIRCULATION (BOOKS/AUDIO)</b>	3026	3197	2595	2695	2316	2404							16233
<b>CIRCULATION E-BOOKS</b>	82	65	28	51	58	61							345
<b>COMPUTER USERS</b>	182	193	148	135	124	149							931
<b>NEW CARDS ISSUED</b>	33	38	21	21	18	24							155
<b>PROGRAMS/ ATTENDANCE</b>	9/212	10/136	12/122	20/1082	8/104	9/220							68/1876
<b>DOCUMENTS NOTORIZED</b>	8	27	6	10	5	22							78
<b>PAGES FAXED</b>	41	15	33	21	127	30							267
<b>PAGES SCANNED</b>	76	68	53	76	41	27							341
<b>COPIES MADE</b>	2175	2324	1977	2024	1513	1614							11627
<b>IN-DEPTH COMP ASSISTANCE</b>	58	50	34	32	32	42							248
<b>ITEMS CATALOGUED</b>	177	147	113	116	92	91							736
<b>ITEMS DELETED</b>	27	82	6	10	1	68							194

**\*\* 26 new cards issued (24 Adult/4 Juvenile)  
4 Knitting group with 22 participants.  
1 Teen Advisory Board with 9 participants.**

**2 story-times with 35 participants.  
1 Adult book club with 6 participants.  
1 Breakfast with Santa with 148 participants.**