

## Town of Alexandria

### Minutes for Meeting August 27, 2019

The Mayor and Board of Aldermen of the Town of Alexandria met for the regular monthly meeting on August 27, 2019 at 7:00 P.M. The meeting was held in the conference room of Alexandria City Hall – DeKalb County, Tennessee.

The council members in attendance were: Lloyd Dyer, Lynne Dickerson, Charlie Fraser, and Bridgette Rogers. Quorum established.

Mayor Bennett Armstrong was present. The meeting commenced with a prayer from Mr. Chris Combs and the pledge of allegiance.

The meeting began with Mayor Armstrong requesting the minutes from the July 23, 2019 meeting be reviewed. Alderman Charlie Fraser made a motion to accept the minutes for July 23, 2019 as presented. Motion seconded by Alderman Lloyd Dyer. Alderman Bridgette Rogers abstained from voting as she had not read the minutes. Motion passed.

Mayor Armstrong opened the floor for citizen's comments. Mr. Mike McMillian asked about the sidewalk repairs in front of his building. Mayor Armstrong turned the question over to the Town Engineer, Jerry Warren. Mr. Warren stated that the sidewalk is currently being used as a bridge. He presented a drawing of a small box bridge with specs to replace the sidewalk. We currently have one contractor looking to give the town a bid for repair.

#### DEPARTMENT MONTHLY REPORTS

Attorney Vester Parsley arrived at the meeting at approximately 7:15pm.

Water Report both Mr. Rich Potter and Mr. Brian Grisham were not present. Mrs. Elizabeth Tetlow, CMFO, stated that Mr. Grisham had fixed a leak this month in an unused service line that runs into Volunteer Park off the ten (10) inch main. The leak was in an area that was overgrown and the water had blown a hole in the ground and was running into the creek. Approximate water loss was about sixty thousand (60,000) gallons per week. Vice Mayor Lloyd Dyer discussed the sewer lab equipment and the Certified Lab, as well as the inventory process for the equipment.

Police report was presented by Chief Chris Russell; see attachment A. Motion was made by Alderman Fraser to accept the Police report. Alderman Dickerson seconded the motion. Motion passed unopposed.

Fire report was presented by Fire Chief Brian Partridge; see attachment B. Motion was made by Alderman Dyer to accept the fire report as presented. Alderman Fraser seconded the motion. Motion passed unopposed.

Streets report was presented by Mayor Armstrong; see attachment C. Total spent was four hundred thirty-one dollars and seventy-two cents (\$432.72). Alderman Fraser made a motion to accept the report as presented. Motion seconded by Alderman Dickerson. Motion passed unopposed.

Financial report was presented by Mrs. Elizabeth Tetlow, CMFO. Mrs. Tetlow went over the Water and Sewer Fund and General Fund; see attachment D. She reminded the Board that the Budget Report currently does not include payments on principle and interest. Alderman Fraser made a motion to accept the financial report as presented. Motion seconded by Alderman Rogers. Motion passed unopposed.

Engineer Report was presented by Jerry Warren, Town Engineer. Mr. Warren requested that the Sewer Ordinance be considered and have first reading tonight.

Attorney report was presented by Attorney Vester Parsley. Attorney Parsley read Sewer Ordinance 2019-1 Amending Codes Section 18-204. Mayor Armstrong requested a roll-call vote.  
Dyer – Aye  
Dickerson – Aye  
Frasier – Aye  
Rogers – Aye  
Motion passed.

Attorney Parsley presented the Automatic Response of EMS Services between DeKalb County and the Town of Alexandria. It specifies the dispatch severity and requirements within the five (5) mile radius; see attachment E. Alderman Fraser made a motion to accept and sign the Automatic Response. Alderman Dyer seconded the motion. Motion passed unopposed.

Attorney Parsley reviewed the Blue Cross Blue Shield Healthy Places Park Grant legal documents. He explained what the contract covers should the Town of Alexandria receive the grant. Alderman Dyer made a motion to accept the Attorney's Report. Alderman Frasier seconded the motion. Motion passed unopposed.

Mayor's report was presented Mayor Armstrong. Discussion was held concerning BCBS application. Alderman Fraser made a motion to accept the Mayor's Report. Alderman Dyer seconded the motion. Motion passed unopposed.

#### OLD BUSINESS

Storm Drain Damage/Sidewalk Hole – Discussion was held concerning the process once the cost of the project known.

Old Timers Day – Alderman Rogers reported that she had spoken to Matt Boss, he stated that the Old Timers bank account was originally set and earmarked for beautification of the Town Square. Discussion was held concerning the vendors and setup.

Alderman Rogers addressed the Board as to their thoughts on having Trunk or Treat this year. Discussion was held as to the timing. The Fire Department will be grilling hot dogs on Halloween at the Fire Station.

#### NEW BUSINESS

Certification Completion – Mrs. Tetlow, CMFO completed her Certification courses as of August 22, 2019. In addition to her Certified Municipal Finance Officer training she also completed her State of Tennessee Municipal Clerk and Recorder Certification.

Park Gate – Chief Russell addressed the Board concerning the need for a gate to be installed at the park entrance at City Park. The estimate on installing a gate is two thousand and two hundred dollars (\$2200.00). Chief Russell stated that the Town would be partnering with the Fair Board and/or Lions Club to pay half. Alderman Rogers made a motion to pay half of the cost of installing the gate out of fund balance. Alderman Dyer seconded the motion. Motion passed unopposed.

Culvert on Locust – Mr. Christopher Combs, Street Department employee, explained the issue concerning the debris in the culvert. Discussion was held and the issue tabled awaiting further information.

Mr. Jerry Warren addressed the Board concerning a Rural Development 95/5 grant that awards up to forty-five thousand dollars (\$45,000) for infrastructure planning. Mayor Armstrong and Mr. Warren discussed the grant and required match from the town. Alderman Fraser made a motion to allow Mr. Warren to apply for the grant on behalf of the Town. Alderman Dickerson seconded the motion. Motion passed unopposed.

Old City Hall – Chief Partridge addressed the Board concerning the use of the Old City Hall. It is currently being used only for storage since the insurance company advised us that it would no

longer be insured as of July 1, 2020. Discussion was held concerning the current use. Discussion tabled.

Alderman Fraser made a motion to adjourn. Alderman Dyer seconded the motion. Motion passed.

MAYOR \_\_\_\_\_

ATTESTED \_\_\_\_\_

RECORDER \_\_\_\_\_

Attachment A

*Alexandria Police Department*



**Monthly Activity Report**

*July 23, 2019 to August 26, 2019*

Calls: 66  
Citations: 34  
Arrests: 11  
Patrol Miles Driven: 2618  
Business Door Check: 122  
Church Door Checks: 21  
New Business:

Attachment B



**ALEXANDRIA FIRE DEPARTMENT** 102 HIGH STREET, P.O. Box 277  
ALEXANDRIA, TN 37012

**MONTHLY ACTIVITY REPORT**

**July 29 – August 27, 2019**

- *Calls answered, Emergency and Service:* **7 Calls.**  
7 calls in city limits, 56 responders
- *Average responders per call* **2.5 Per call**
- Several members participated in painting of firehall doors, cleaning and landscaping the front of city hall.
- No missed calls in this period.
- Still awaiting response from DTC and Firehouse Subs Grants (\$2,200 and \$28,200). Resubmitted for Firehouse Subs.
- Lorrie Merriman, Justin Avera, and Luke Partridge start E.M.T. school next week.
- County-wide training set for September.
- Quote for decaling Engine 75 from Advance Signs is \$476.33.
- One new member on the department, Dale Stubblefield.



**Monthly Street Report  
July 23, 2019 - August 27, 2019**

<u>TSC</u>		
08-15-19	Weed eater String	\$ 29.99
<u>Alexandria Auto Parts</u>		
07-29-19	Stein Mix	\$ 10.00
<u>Hardware Watertown</u>		
08-23-19	Light bulbs, Bolt, Screw hooks	\$ 28.84
<u>Fleet Card</u>		
07-23-19	Truck gas	\$ 19.94
07-29-19	Truck gas	\$ 33.79
07-31-19	Truck gas	\$ 34.52
08-06-19	Truck gas	\$ 27.62
08-12-19	Truck gas	\$ 32.01
08-22-19	Truck gas	\$ 38.11
		\$ 185.99
08-01-19	Tractor	\$ 13.92
08-01-19	Tractor	\$ 14.00
		\$ 27.92
07-22-19	Mower gas	\$ 25.37
08-02-19	Mower gas	\$ 18.01
07-29-19	Mower gas	\$ 26.81
08-15-19	Mower gas	\$ 24.54
08-20-19	Mower gas	\$ 29.97
07-23-19	Mower gas	\$ 25.28
		<u>\$ 149.98</u>
	<b>Total</b>	<b>\$ 432.72</b>

4:45 PM 08/27/19 Accrual Basis	Town of Alexandria - Water & Sewer Fund Profit & Loss Budget vs. Actual July 2018 through June 2019			
	<table border="0"> <tr> <td></td> <td align="center">Jul '18 - Jun 19</td> <td align="center">Budget</td> </tr> </table>		Jul '18 - Jun 19	Budget
	Jul '18 - Jun 19	Budget		
Ordinary Income/Expense				
Income				
Debt Recovery	340.75			
Income				
Connection Fee	6,525.00			
Depreciation Charge	69,690.00	69,042.00		
Non-Payment Fee	17,004.07			
Sewer Income				
Sewer Penalty	2,406.43			
Sewer Income - Other	149,383.22	0.00		
<b>Total Sewer Income</b>	<b>151,789.65</b>	<b>0.00</b>		
Water Income				
Water Penalty	7,139.88			
Water Surcharge	1,092.70			
Water Temporary Turnon	210.00			
Water Income - Other	442,844.89	680,000.00		
<b>Total Water Income</b>	<b>451,287.47</b>	<b>680,000.00</b>		
<b>Total Income</b>	<b>696,296.19</b>	<b>749,042.00</b>		
Tap Fees				
Sewer	33,000.00	0.00		
Water	40,000.00	0.00		
Tap Fees - Other	3,117.08	20,000.00		
<b>Total Tap Fees</b>	<b>76,117.08</b>	<b>20,000.00</b>		
<b>Total Income</b>	<b>772,754.02</b>	<b>769,042.00</b>		
<b>Gross Profit</b>	<b>772,754.02</b>	<b>769,042.00</b>		
Expense				
Advertising	87.50	42.00		
Annual Audit	2,450.00	2,500.00		
Bad Debts	7,617.03	1,805.00		
Bank Service Charge	7.00	238.00		
Contract Labor				
Sewer	41,694.50			
Water				
Blow Off/Hydrant Install	3,125.00			
Leak Repair 2	44,400.00			
Meter Install/Change out	3,875.00			
Water - Other	60,000.00			
<b>Total Water</b>	<b>111,400.00</b>			
Contract Labor - Other	8,369.96	123,810.00		
<b>Total Contract Labor</b>	<b>161,464.46</b>	<b>123,810.00</b>		
Depreciation Account Transfer	0.00	57,576.00		
Dues	3,826.80	4,213.00		
Equipment Purchase	19,560.00	19,560.00		
Insurance	14,456.00	14,478.00		
Miscellaneous	0.00	18,107.00		
Office Supplies	1,215.67	4,022.00		
Postage	3,700.01	3,249.00		
Reimbursement of overpayment	309.03	0.00		
Rent Expense	108.99	16,392.00		
Repairs	7,575.68			
Salaries	26,317.02	27,000.00		
Sewer Contracted Services				
Professional Services	7,347.50	0.00		
Sewer Contracted Services - Other	6,175.00	9,514.00		
<b>Total Sewer Contracted Services</b>	<b>13,522.50</b>	<b>9,514.00</b>		
Sewer Supplies				

4:45 PM  
08/27/19  
Accrual Basis

Town of Alexandria - Water & Sewer Fund  
Profit & Loss Budget vs. Actual  
July 2018 through June 2019

	Jul '18 - Jun 19	Budget
Equipment Repairs	955.70	
Sewer Testing	8,002.50	
Sewer Supplies - Other	12,175.38	28,440.00
<b>Total Sewer Supplies</b>	<b>21,133.58</b>	<b>28,440.00</b>
Supplies	0.00	1,532.00
Tap Install Fees		
Equipment Rental	2,892.08	
Sewer Tap	27,000.00	
Water Tap	34,000.00	
<b>Total Tap Install Fees</b>	<b>63,892.08</b>	
Telephone		
Telemetry	702.78	0.00
Telephone - Other	81.88	660.00
<b>Total Telephone</b>	<b>784.66</b>	<b>660.00</b>
Utilities		
Utilities Sewer		
Sewer Plant Water Expense	1,686.69	600.00
Utilities Sewer - Other	28,068.67	
<b>Total Utilities Sewer</b>	<b>29,755.36</b>	<b>600.00</b>
Utilities Water	27,959.61	
Utilities - Other	0.00	54,708.00
<b>Total Utilities</b>	<b>57,714.97</b>	<b>55,308.00</b>
Water Contracted Services	440.00	
Water Purchased	324,660.93	326,011.00
Water Sales Tax	0.00	35,308.00
Water Supplies		
Contractor Supplies	2,810.26	
Shipping	200.87	
Water Testing	3,066.80	
Water Supplies - Other	25,883.97	58,504.00
<b>Total Water Supplies</b>	<b>31,961.90</b>	<b>58,504.00</b>
<b>Total Expense</b>	<b>762,805.81</b>	<b>808,271.00</b>
Net Ordinary Income	9,948.21	-39,229.00
Other Income/Expense		
Other Income		
Interest Income	981.75	130.00
<b>Total Other Income</b>	<b>981.75</b>	<b>130.00</b>
Net Other Income	981.75	130.00
<b>Net Income</b>	<b>10,929.96</b>	<b>-39,099.00</b>

5:11 PM  
08/27/19  
Accrual Basis

Town of Alexandria  
Profit & Loss Budget vs. Actual  
July 2018 through June 2019

	Jul '18 - Jun 19	Budget
Ordinary Income/Expense		
Income		
Property Taxes		
Int & Pen on Property Taxes	869.20	0.00
Current Year Property Taxes		
Tax Relief Paid by State	1,139.00	0.00
Current Year Property Taxes - Other	88,105.00	96,117.00
<b>Total Current Year Property Taxes</b>	<b>89,244.00</b>	<b>96,117.00</b>
Ad Valorem		
In Lieu Of Tax	1,986.00	0.00
Ad Valorem - Other	14,069.00	23,000.00
<b>Total Ad Valorem</b>	<b>16,055.00</b>	<b>23,000.00</b>
Prior Year Property Taxes		
Prior Yrs Prop Tax-Chancery	972.74	0.00
Prior Year Property Taxes - Other	4,186.25	3,000.00
<b>Total Prior Year Property Taxes</b>	<b>5,158.99</b>	<b>3,000.00</b>
<b>Total Property Taxes</b>	<b>111,327.19</b>	<b>122,117.00</b>
Citations		
Police Report Fee	30.00	0.00
Citations - Other	30,199.40	35,000.00
<b>Total Citations</b>	<b>30,229.40</b>	<b>35,000.00</b>
Intergovernmental Revenues		
State beer tax	447.20	0.00
City Income Tax	1,936.52	0.00
Grants	36,200.00	32,000.00
Local Sales Tax - County	105,179.51	76,500.00
State Excise Tax	7,270.51	3,000.00
State gasoline & fuel tax	35,670.85	27,000.00
State Sales Tax	85,104.32	74,000.00
Telecommunication- State	6,411.43	6,000.00
TVA in Lieu of Tax	11,439.36	11,300.00
<b>Total Intergovernmental Revenues</b>	<b>289,659.70</b>	<b>229,800.00</b>
Other Revenues		
Beer Permit	800.00	500.00
Donations		
Park	558.73	0.00
Donations parade	200.00	0.00
Donation - Eastview Cemetery	2,740.00	3,000.00
Donations - Other	259.00	350.00
<b>Total Donations</b>	<b>3,757.73</b>	<b>3,350.00</b>
Miscellaneous Income	43.55	0.00
Zoning/Variance	900.00	0.00
<b>Total Other Revenues</b>	<b>5,501.28</b>	<b>3,850.00</b>
Rent and Lease Payments		

	Jul '18 - Jun 19	Budget
Charter Kent	1,650.00	1,800.00
Seay Church	3,000.00	3,000.00
<b>Total Rent and Lease Payments</b>	<b>4,650.00</b>	<b>4,800.00</b>
Supplement salary-Police	0.00	1,800.00
Taxes		
Cable TV Franchise Fee		
DTC Wireless Franchise Fee	2,372.84	0.00
Cable TV Franchise Fee - Other	10,060.04	7,600.00
<b>Total Cable TV Franchise Fee</b>	<b>12,432.88</b>	<b>7,600.00</b>
Wholesale Beer Tax	41,916.58	41,230.00
<b>Total Taxes</b>	<b>54,349.46</b>	<b>48,830.00</b>
<b>Total Income</b>	<b>495,717.03</b>	<b>446,197.00</b>
<b>Gross Profit</b>	<b>495,717.03</b>	<b>446,197.00</b>
<b>Expense</b>		
Eastview Cemetery Repair and Ma	2,000.00	0.00
Fire Department		
Professional Fees	278.98	240.00
Equipment & Radios		
Miscellaneous	313.83	0.00
Equipment & Radios - Other	6,615.76	7,280.00
<b>Total Equipment &amp; Radios</b>	<b>6,929.59</b>	<b>7,280.00</b>
Gas & Oil	1,204.68	1,000.00
Repairs & Maintenance	2,705.52	2,650.00
Supplies & Disposables	711.24	760.00
Training & Related		
Stipend	2,265.00	2,800.00
Training & Related - Other	70.00	70.00
<b>Total Training &amp; Related</b>	<b>2,335.00</b>	<b>2,870.00</b>
<b>Total Fire Department</b>	<b>14,165.01</b>	<b>14,800.00</b>
<b>General Government</b>		
Donations		
Christmas pd w/donations	82.80	0.00
Donations - Other	150.00	0.00
<b>Total Donations</b>	<b>232.80</b>	<b>0.00</b>
Reimbursement - Mileage	532.47	500.00
Advertising	763.69	200.00
Animals/food or Euthanasia	5.49	50.00
Annual dues	819.86	203.00
Audit	2,450.00	2,500.00
Background Check	29.00	29.00
Building Maintenance	402.69	531.00
Capital Expenditures	1,325.00	1,600.00
Christmas Bonuses	1,899.68	1,900.00
	Jul '18 - Jun 19	Budget
CMFO training & mileage	1,622.83	1,668.00
Council Meeting Stipend	1,825.00	2,400.00
Drug Fund Pmts	5,230.00	6,015.00
Equipment & Supplies	246.69	74.00
Insurance and Surety Bond	17,879.00	17,879.00
Legal and Professional	18,181.78	27,000.00
Mayor Wireless	0.00	600.00
Miscellaneous	416.48	1,000.00
Office Supplies & Postage		
Equipment Lease	849.75	0.00
Office Supplies & Postage - Other	3,083.69	4,090.00
<b>Total Office Supplies &amp; Postage</b>	<b>3,933.44</b>	<b>4,090.00</b>
Repairs and Maintenance		
Seay Church Maintenance	75.00	0.00
Repairs and Maintenance - Other	1,184.45	1,000.00
<b>Total Repairs and Maintenance</b>	<b>1,259.45</b>	<b>1,000.00</b>
Salaries	22,745.07	24,500.00
Utilities and Telephone		
Ball Park & Lions Club Water/Se	671.91	600.00
City Hall Water & Sewer	541.57	600.00
Old City Hall Water/Sewer	282.25	600.00
Utilities and Telephone - Other	13,010.17	11,456.00
<b>Total Utilities and Telephone</b>	<b>14,505.90</b>	<b>13,256.00</b>
<b>Total General Government</b>	<b>96,306.32</b>	<b>106,995.00</b>
<b>Police Department</b>		
E-911	28,200.00	28,200.00
Gas	9,404.34	8,000.00
Materials, Equipment & Supplies	5,349.63	6,000.00
Miscellaneous	800.70	750.00
Police Department Wireless	1,576.99	2,000.00
Salaries	140,886.22	144,000.00
Training of Personnel	1,342.04	1,250.00
Vehicle Repairs & Maintenance	4,326.92	2,000.00
<b>Total Police Department</b>	<b>191,886.84</b>	<b>192,200.00</b>
<b>Senior Citizens</b>		
Miscellaneous	55.17	50.00
Repairs & Maintenance	580.00	1,000.00
Supplies	0.00	8.00
Utilities		
Water/Sewer	495.95	600.00
Utilities - Other	3,835.17	4,232.00
<b>Total Utilities</b>	<b>4,331.12</b>	<b>4,832.00</b>
<b>Total Senior Citizens</b>	<b>4,966.29</b>	<b>5,890.00</b>
<b>Streets Dept.</b>		
Asphalt & Paving Materials	480.15	500.00

	Jul '18 - Jun 19	Budget
Electric & Gas Utilities	10,280.44	10,068.00
Equipment Repairs	3,245.96	3,000.00
Gasoline	3,307.77	2,571.00
Materials & Supplies	2,119.72	3,068.00
Miscellaneous	95.14	150.00
Streets Dept. Salaries	39,444.71	39,500.00
Uniforms/Safety Equipment	0.00	200.00
Vehicle Repairs	226.86	250.00
Wireless	145.05	201.00
<b>Total Streets Dept.</b>	<b>59,345.80</b>	<b>59,508.00</b>
<b>Total Expense</b>	<b>368,670.26</b>	<b>379,393.00</b>
<b>Net Ordinary Income</b>	<b>127,046.77</b>	<b>66,804.00</b>
<b>Other Income/Expense</b>		
Other Income		
Fire Dept Grant Monies	500.00	0.00
GHSO-Grant	3,511.71	5,000.00
<b>Total Other Income</b>	<b>4,011.71</b>	<b>5,000.00</b>
Other Expense		
Police Dept-Grant Paid	3,511.71	0.00
<b>Total Other Expense</b>	<b>3,511.71</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>500.00</b>	<b>5,000.00</b>
<b>Net Income</b>	<b>127,546.77</b>	<b>71,804.00</b>

Attachment E

### INTER-LOCAL AGREEMENT FOR AUTOMATIC RESPONSE OF EMS SERVICES

Pursuant to *T.C.A. §6-54-601, et seq. and T.C.A. §12-9-104 et seq.*

THIS AGREEMENT entered as of the 26<sup>th</sup> day of August, 2019, by and between DEKALB COUNTY, TENNESSEE, hereinafter called "DEKALB COUNTY" and the CITY OF ALEXANDRIA, TENNESSEE, hereinafter called "ALEXANDRIA".

WHEREAS, Sections 12-9-101 through 12-9-109, *Tennessee Code Annotated*, authorizes public agencies of the State to enter into inter-local agreements; and

WHEREAS, Sections 6-54-601 through 6-54-603, *Tennessee Code Annotated*, specifically authorizes incorporated cities to enter into agreements with counties for fire fighting assistance; and

WHEREAS, the parties hereto desire to avail themselves of the authority conferred by these laws; and

WHEREAS, the purpose of this agreement is to provide each of the parties through their cooperation, a predetermined plan by which each might render aid to the other as needed for emergency medical (EMS under specific arrangements as provided herein); and

WHEREAS, it is deemed in the public interest for the parties hereto to enter into an agreement for Automatic Response with regard to emergency medical (EMS) to provide aid as needed to assure each party of adequate depth of protection.

NOW THEREFORE, pursuant to *Tennessee Code Annotated §6-54-601 and §12-9-102, et seq.*, and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. The purpose of this agreement is to authorize DeKalb 911 ECD to send out a specific tone for First Responders associated with the Alexandria Fire Department as per dispatch protocols for DeKalb County First Responders and attached as exhibit 1. All DeKalb County First Responders must be approved by the DeKalb EMS Director.
2. The response area will be delineated as an area drawn from the outer limits of the Town of Alexandria up to approximately 5 road miles of the Alexandria Fire Station. The area will be mapped as proximate as possible to the 5 road miles and will serve as the specific response area for dispatching. Responses will only be authorized when dispatched from DeKalb 911 ECD. The delineated response area will be designated a unique ESN (emergency service number) by the DeKalb 911 ECD. The ESN is mapped and attached as exhibit 2 to this agreement and will define the legal boundary for responses under this agreement.

3. This agreement shall be valid between the signed parties when the mayor and EMS Director of the respective political jurisdictions execute it pursuant to the ordinance/resolution of each jurisdiction authorizing the mayor to execute it.
4. With the exception of the specific services described in this inter-local agreement, all other requests for aid or assistance between the parties shall be governed by Tennessee Code Annotated §58-8-101 et seq.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year written above.

DEKALB COUNTY

By: *Tim Stubbins* Mayor By: *Hoyte E. Hall* EMS Director

CITY OF ALEXANDRIA

By: *Bennett H. Oulley* Mayor

Approved as to form:

*William Cooper*  
*Dekalb County Attorney*  
*Debra Green*  
*City Attorney*

City and/or County Attorneys

1

DEKALB COUNTY  
 EMERGENCY MEDICAL SERVICES

248 Meadowbrook Dr.  
 PO Box 87  
 Suwanee, GA 30108  
 Phone (404) 597-0789  
 Fax (404) 597-8208  
 EMS Director@dekalb.com

February 4, 2014

To: Brad Mullinax  
 Director - Dekalb County Central Dispatch

Re: Dispatch Protocols For Dekalb County First Responders

Effective as of today's date, I would like to request for dispatching of the Dekalb County First Responders to the following types of calls. In addition, I would also like for EMD dispatchers to dispatch first responders to any other incidents deemed necessary. The safety of our First Responders are the number one priority.

- 1) Chief complaint of chest pain.
- 2) Chief complaint of respiratory distress.
- 3) Chief complaint of seizure activity.
- 4) Motor vehicle accidents with personal injury.
- 5) Any incident in which there may be multiple victims (more than 3)
- 6) Cases of cardiac-arrest.
- 7) Unresponsive
- 8) Falls greater than 10 ft.
- 9) Choking
- 10) Severe bleeding (hemorrhaging) non violent incidents.

( In a case where there are no units available or delayed page out First Responders)  
 \*\*\*\*non violent incidents\*\*\*\*

Thank you for your help in this situation.

Best Regards,

*Hoyte Hale EMT-P*

Hoyte Hale EMT-P  
 Interim EMS Service Director  
 Dekalb County EMS

Co: Mike Foster - Dekalb Co. Mayor  
 Donny Green - Dekalb Co. Fire Chief  
 Charlie Parker - Smithville Fire Dept. Chief  
 Brian Partridge - Alexandria Fire Dept. Chief