SUMNER COUNTY COMMISSION

355 N. Belvedere Drive
Gallatin, Tennessee 37066-5410

Commissioners

Terry Moss- 1

Terry Wright- 2

Mark Harrison- 3

Dillon Lamberth- 4

Darrell Rogers- 5

David Klein- 6

Danny Sullivan- 7

Baker Ring- 8

Mary Genung- 9

Benjamin A. Harris- 10

Kevin Pomeroy- 11

Deborah Holmes- 12

Terri Boyt- 13

Jamie Teachenor- 14

J. Wes Wynne- 15

Jeremy Mansfield- 16

Robert B Brown III- 17

Don Schmit- 18

Shannon Burgdorf- 19

Merrol Hyde- 20

Jerry F. Becker- 21

Matthew Shoaf- 22

Tim Jones- 23

Chrissi S. Miller- 24

VFD Ad-Hoc Committee:
J. Wes Wynne, Chairman
Chris Shoemaker, Vice Chairman
Ben Harris, Commissioner
David Klein, Commissioner
Scotty Bush, Chief
Chris Edgerton, Chief
Sam Thornton, Chief
Henry DeGroot, Citizen
Curtis Williams, Citizen

AGENDA
VOLUNTEER FIRE DEPARTMENT AD-HOC COMMITTEE
5:30 P.M.
April 14, 2026
J. Wes Wynne, CHAIRMAN

1. **Call to Order**
2. **Invocation**
3. **Approval of Agenda**
4. **Approval of Minutes from March 24, 2026 (Pages 2-6)**
5. **Recognition of the Public**
6. **Old Business**
   a. Funding Ideas for VFD's
7. **New Business**
   a. VFD Budgets
8. **Adjournment**

MINUTES
VOLUNTEER FIRE DEPARTMENT AD-HOC COMMITTEE
March 24, 2026

Present
J. Wes Wynne, Chairman
Chris Shoemaker, Vice Chairman
Ben Harris, Commissioner
David Klein, Commissioner
Curtis Williams, Citizen
Sam Thornton, Chief
Chris Edgerton, Chief
Henry DeGroot, Citizen
Absent
Scotty Bush, Chief

The Volunteer Fire Department Ad-Hoc Committee meeting was called to order by Chairman Wynne at approximately 6:08 p.m. in conference room 112.

Invocation
Commissioner Klein provided the invocation.

Approval of Agenda
Motion made by Commissioner Harris, seconded by Mr. Shoemaker, to accept the Agenda. Motion passed unanimously.

Approval of Minutes
Motion made by Mr. Williams, seconded by Commissioner Klein, to accept the February 2026 Minutes. Motion passed unanimously.

Recognition of the Public
Mr. Joe McLaughlin was present to discuss the job description listed for the proposed Fire Coordinator.

Old Business

a. **Funding Ideas for VFD's**
This item was tabled until an appropriate time for discussion.

New Business

a. **Fire Coordinator JBA**
Chairman Wynne opened the discussion on the job description for the proposed Fire Coordinator. Commissioner Harris made a motion, seconded by Commissioner Klein to work through the description and make necessary changes. Motion passed unanimously. Further discussions ensued.

It was determined the committee would work through the Job Description section and then move back to the Qualifications to determine the final JBA.

A motion was made by Mr. Shoemaker, seconded by Chief Thornton, to strike #2 "Regular medical and fire training opportunities for volunteers." Motion passed unanimously.

A motion was made by Mr. Shoemaker, seconded by Mr. Williams, to change "Establish" to "Coordinate" under the statement "Establish minimum levels of training and competency for all volunteer personnel and administer uniform methods for tracking and reporting." Motion passed unanimously.

A motion was made by Commissioner Klein, seconded by Mr. Shoemaker to strike #2 "Evaluate current county rules and regulations regarding fire-related issues and make recommendations to accurately address these issues to the appropriate county body/function." Discussions ensued. Motion failed. Further discussions occurred and the motion was amended by Mr. Klein, seconded by Mr. Williams, to change the wording to state "Analyze the need for fire prevention education" from "Develop and Administer" and leave #2 in the description. Motion passed unanimously

Motion made by Commissioner Harris, seconded by Mr. Williams to strike the entire "Perform Fire Investigation in the unincorporated areas of Sumner County" section. Mr. Edgerton amended the motion to replace "Perform" with "Assist Chiefs as needed with" but to strike sub bullet #1, seconded by Commissioner Harris. The amended motion passed unanimously.

Commissioner Klein made a motion to strike the entire "Fire Inspections" section of the JBA, seconded by Mr. Shoemaker. Commissioner Harris amended the motion to only strike #2 "Conduct or supervise the conduct of inspections during construction for compliance with adopted fire codes," seconded by Mr. Shoemaker. The amended motion passed unanimously.

The committee recessed for 5 minutes.

Chairman Wynne called the committee back into session following recess.

The committee then moved back to the Qualifications section of the JBA.

Mr. Williams motioned to strike requiring Fire Officer 3 and make Fire Officer 2 a preferred qualification, seconded by Chief Thornton. Motion passed unanimously.

Motion made by Mr. Shoemaker, seconded by Chief Thornton, to strike ICS-100, 200,300 & 400 as well as NIMS ICS 700 & 800 from the JBA. Motion passed unanimously.

Motion made by Chief Thornton, seconded by Commissioner Harris, to strike "Experience in arson investigations". Motion passed unanimously.

Motion made by Mr. Shoemaker, seconded by Chief Thornton, to add "Obtain Fire Inspector 1 Certification within 12 months of employment." Motion passed unanimously.

Chief Thornton made a motion to add "Articulate any combination of education, certifications and experience that can encompass or relate to the above qualifications," seconded by Mr. Shoemaker. Motion passed unanimously.

Motion made by Mr. Shoemaker, seconded by Mr. Williams, to suspend the rules to gain information from the audience. Discussion ensued.

Chairman Wynne brought the meeting back into session.

Chairman Wynne made a motion to add the qualifications of High School Diploma or Equivalent, US Citizen and Valid State Issued Drivers' License, seconded by Mr. Shoemaker. Motion passed unanimously.

Following all discussions, a motion was made by Mr. Williams, seconded by Chief Thornton, to adopt the Job Description as corrected. Motion passed unanimously.

Chairman Wynne expressed the next meeting would include the funding needs and asked the Committee to be prepared to discuss at the next meeting on April 7, 2026 @ 5:30 p.m.

A motion was made by Mr. Shoemaker, seconded by Commissioner Klein, to suspend the rules in order for the audience to speak. Motion passed unanimously.

Chairman Wynne brought the meeting back into session.

Adjournment
With no more discussion, Chairman Wynne called for adjournment. Motion made by Commissioner Harris to adjourn, seconded by Chief Edgerton, at approximately 7:50 p.m. Motion passed unanimously.

Sumner County Fire Coordinator (Marshall) JBA

Introduction

Sumner County, Tennessee is seeking an experienced fire service professional to improve and coordinate fire protection activities and services for the citizens residing within the county's unincorporated areas. This position will be under the administrative direction of the County Mayor's office - providing planning, guidance and recommendations to the Sumner County Health and Emergency Services Committee, and administrative support for fire protection services within the unincorporated areas of Sumner County. **This position is strictly an administrative position and has no authority over operational emergency response functions.**

Qualifications

- Minimum 10 years of progressive leadership/management responsibility in fire service, with minimum of 5 years working within volunteer fire department
- Firefighter 1 & 2 certifications
- Current Fire Officer 1 certification with Fire Officer 2 certification preferred
- Experience in fire department administrative functions
- Experience in fire department emergency operations
- Fire inspection 1 certification within 12 months of employment
- US citizen
- Valid state issued driver's license
- High School diploma or equivalent
- Any combination of education, certifications, and experience that encompasses or relates to the above qualifications

Job Description

- Develop and maintain close working relationship with all of Sumner County's Volunteer Fire departments (VFDs), Emergency Management Agency (EMA), Emergency Medical Service (EMS), and Emergency Communications Center (ECC)
- Administratively coordinate support and planning activities of the VFDs including but not limited to:
    1. Accessing and strategic planning of operational and equipment needs
    2. Evaluation of station placement and staffing solutions to achieve optimal coverage
    3. Verification of current certificates, insurances, aid agreements and required reporting under Tennessee State Law
    4. Facilitate ISO audit improvement strategies
- Explore, coordinate and aid with grant proposals

- Identify opportunities and make recommendations for standardized tools, equipment and supplies while leveraging economies of scale to include but not limited to:
    1. Common tools, equipment and supplies
    2. Reporting and notification software
    3. Group insurance
    4. Grant viability
- Develop uniform reporting and accounting policies to reinforce taxpayer transparency and fiscal accountability
- Administer standard personnel alert/messaging and call data collection systems for volunteer response within the unincorporated areas of Sumner County
- Coordinate minimum levels of training and competency for all volunteer personnel and administer uniform methods for tracking and reporting
- Analyze and establish optimal dispatch and response procedures
- Represent rural fire protection on ECC committee
- Coordinate programs and initiatives for recruitment and retention of volunteer firefighting staff
- Analyze the need for fire prevention education
    1. Analyze fire trends within jurisdiction and create aggressive public education program to decrease the occurrence of injury, death, and/or loss of property from fire.
    2. Evaluate current county rules and regulations regarding fire-related issues and make recommendations to accurately address these issues to the appropriate county body/function
- Assist chiefs as needed with fire investigations in the unincorporated areas of Sumner County
- Fire Inspections
    1. Work with building and codes department to ensure all plans are in compliance with adopted fire codes and include adequate fire department access, adequate water supply access and fire flows, developing a unified correction list of deficiencies in pre-construction plans.