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.
March 24, 2026
J. Wes Wynne, CHAIRMAN

1. **Call to Order**
2. **Invocation**
3. **Approval of Agenda**
4. **Approval of Minutes from February 10, 2026 (Pages 2-3)**
5. **Recognition of the Public**
6. **Old Business**
   a. Funding Ideas for VFD's
7. **New Business**
   a. Fire Coordinator JBA **(Pages 4-5)**
8. **Adjournment**

MINUTES
VOLUNTEER FIRE DEPARTMENT AD-HOC COMMITTEE
February 10, 2026

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

The Volunteer Fire Department Ad-Hoc Committee meeting was called to order by Chairman Wynne at approximately 5:36 p.m. in conference room 112.

Invocation
Mr. Shoemaker provided the invocation.

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

Approval of Minutes
Motion made by Mr. Shoemaker, seconded by Mr. Williams, to accept the January 2026 Minutes. Motion passed with Commissioner Klein abstaining from the vote.

Recognition of the Public
None

Old Business

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

New Business

a. Study Session – CTAS
Chairman Wynne opened the discussion and allowed Mr. Marc Alley, CTAS Emergency/Fire Management Consultant, to give his presentation.

Mr. Alley began discussion with statistics for the State of Tennessee regarding availability of resources and lack of proper funding. He noted that Tennessee does not currently recognize Fire Services as an essential service. The presentation included models which Sumner County could follow allowing for improvement of the current Fire Services provided. Following his

presentation, the committee members were allowed to get clarification on different aspects of the models and funding ideas. After the committee's discussion, a motion was made by Commissioner Klein, seconded by Mr. Shoemaker, to suspend the rules allowing the VFD Fire Chief's a chance to ask Mr. Alley questions. Motion passed unanimously. Further discussions ensued from the Fire Chief's present.

Chairman Wynne took the opportunity to remind the Chief's to provide the information regarding equipment for their respective stations.

When discussion from the audience concluded, Chairman Wynne called the meeting back into session.

Adjournment

With no more discussions, Chairman Wynne called for adjournment. Motion made by Commissioner Klein to adjourn, seconded by Mr. Shoemaker, at approximately 7:20 p.m. Motion passed unanimously.

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, 2, 3 certifications
- ICS-100, 200, 300, & 400
- NIMS ICS 700 & 800
- Experience in fire department administrative functions
- Experience in fire department emergency operations
- Experience in arson investigation

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. Regular medical and fire training opportunities for volunteers
    3. Evaluation of station placement and staffing solutions to achieve optimal coverage
    4. Verification of current certificates, insurances, aid agreements and required reporting under Tennessee State Law
    5. 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
- Establish 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
- Develop and administer 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
- Preform fire investigation in the unincorporated areas of Sumner County
    1. Investigate, where required by law, structure fires and other hostile fires to determine origin and cause, assist with the arrest and conviction of those causing arson incidents, and determine additional public education and engineering solutions to prevent additional fires
- 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.
    2. Conduct or supervise the conduct of inspections during construction for compliance with adopted fire codes.