

**AGENDA  
BOARD OF MAYOR & ALDERMEN  
REGULAR MEETING  
APRIL 06, 2026**

**Public Hearing/Citizen Comments**

- 1.0 **Call to Order** 6:00 pm
- 1.1 Roll Call
- 1.2 Prayer/Moment of Silence
- 1.3 Pledge of Allegiance to the American Flag
- 1.4 Adoption of the Agenda
- 1.5 Approval of minutes from the regular meeting of the Board of Mayor and Aldermen held on March 2, 2026.
- 1.6 Presentations/Memorials
- 1.7 Communications from the Mayor
- 1.8 Communication from the Aldermen
- 1.9 Communications from the City Attorney
- 1.10 Reports from Department Heads
  
- 2.0 **Old Business**
  
- 3.0 **New Business**
  
- 3.1 Discuss and possibly take action to approve Resolution 26-02 adopting a new Accident Review Program policy.
- 3.2 Discuss and possibly take action to approve Resolution 26-03 adopting an updated version of the Occupational Safety and Health plan.
- 3.3 Discuss and possibly take action to approve Resolution 26-04 approving a mutual aid agreement with Cross Plains Fire Department.
- 3.4 Discuss and possibly take action to approve Christy Bartee with Batson Nolan as new legal counsel for the City of Greenbrier.
- 3.5 Discuss and possibly take action on the monthly water and sewer adjustments for March 2026 in the amount of \$15,684.33.
  
- 4.0 **Adjournment**

  
Stephanie Toland, City Recorder

**MINUTES  
BOARD OF MAYOR & ALDERMEN  
REGULAR MEETING  
MARCH 02, 2026**

**Public Hearing/Citizen Comments:** John David Cage from Crosslin accounting firm presented the Fiscal Year Ending 2025 Audited Financial Report. There were no findings.

1.0 **Call to Order** 6:17 pm

1.1 Roll Call

**Present:**

Alderman Chris Davis  
Alderman Jeff DeLong  
Alderman Billy Ray Dorris  
Mayor Lanny Adcock  
Alderman Donald Toohey

**Absent:**

Alderman Bill Deaver  
Alderman Alisha Allgood

**Also Present:**

Fire Chief Kyle Hamill  
Executive Assistant Tracy Coleman  
City Recorder Stephanie Toland  
Director of Parks Rory Osborne  
Director of Public Works Mark Plush  
Attorney Reba Brown  
Police Chief Buster Locklayer

1.2 Prayer/Moment of Silence

1.3 Pledge of Allegiance to the American Flag

1.4 Alderman DeLong moved to adopt the agenda. Alderman Davis seconded the motion and passed with a 5-0 roll vote.

1.5 Alderman Toohey moved to approve the minutes from the regular meeting of the Board of Mayor and Aldermen held on February 02, 2026. Alderman Dorris seconded the motion and passed with 5-0 roll vote.

1.6 There were no presentations/memorials

1.7 Communications from the Mayor

- We are close to finalizing the project at Lights Chapel Rd.
- Everyone did a great job during the ice storm. The partnership with Ridgetop worked out well to get both City's streets cleared.

1.8 Communication from the Aldermen

- Alderman Davis commended the departments for working well together during the ice storm.

- Alderman Dorris thanked Police Department and Fire Department for their work during the ice storm.

1.9 There was no communication from the City Attorney.

1.10 Reports from Department Heads

- Fire Chief Hamill- 122 Calls, an increase due to the ice storm
- Police Chief Locklayer- 534 calls, everyone did a great job during the ice storm
- Public Works Director Mark- The first round of limb pick up has been completed. They will do more rounds in a couple of weeks. They will begin working on the potholes when the weather gets a little warmer.
- Park Director Rory- The ball park is in full swing with practices and middle school ball games. Opening day is March 28<sup>th</sup> with a community Easter egg hunt. The Spring Rumble in the Brier car show is April 11.

2.0 **Old Business**

2.1 Alderman Davis moved to approve Ordinance 26-01 on second reading. An ordinance to amend the Fiscal Year 26 Budget Ordinance. Alderman Toohey seconded the motion and passed with a 5-0 roll vote.

3.0 **New Business**

3.1 Alderman Davis moved to approve the professional services agreement with FoxPE for FY 26 sewer rehab project. Alderman Toohey seconded the motion and passed with a 5-0 roll vote.

3.2 Alderman Dorris moved to approve the real estate contract for the Lights Chapel CSX/redlight project between the city and the Jeffries family. Alderman Toohey seconded the motion and passed with a 5-0 roll vote.

3.3 Alderman DeLong moved to approve the monthly water and sewer adjustments for February 2026 in the amount of \$4,797.14. Alderman Davis seconded the motion and passed with a 5-0 roll vote.

4.0 Alderman Davis moved to adjourn. Alderman Dorris seconded the motion and passed with a 5-0 roll vote.

**Adjournment 6:30pm**

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Lanny Adcock, Mayor

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Stephanie Toland, City Recorder



GFD Activity Report for the period of **February 1<sup>st</sup>, 2026 – February 28<sup>th</sup>, 2026**  
2 pages

*February 1<sup>st</sup> – February 28th, 2026 Response Statistics Inside City Limits*

**Total Responses INSIDE City Limits: 61 – Average Manpower per Incident: 2.23**

➤ *Overall Average Response Time Inside City Limits: **04:54***

*\* Average Response time indicates the amount of time elapsed between when GFD is notified and when GFD arrives on scene. \**

1. Fires:
  - a. Grass fire: 2
  - b. Trash, rubbish fire: 1
2. Rescue / EMS Incidents:
  - a. EMS assist/medical emergency: 46
  - b. Motor vehicle accident: 0
3. Hazardous Materials/Conditions Responses:
  - a. Electrical hazard, short circuit: 1
  - b. Gas leak, gas odor: 2
4. Miscellaneous Responses:
  - a. Citizen assist: 4
  - b. Dispatched & cancelled enroute: 2
  - c. Lift assist: 1
  - d. No incident found: 2

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*February 1<sup>st</sup> – February 28th, 2026 Response Statistics OUTSIDE City Limits*

**Total Responses OUTSIDE City Limits: 14 (Primary County District); 13 (Mutual Aid)**

**Average Manpower per Incident: 2.07**

➤ *Overall Average Response Time Outside City Limits: **08:23***

*\* Average Response time indicates the amount of time elapsed between when GFD is notified and when GFD arrives on scene. \**

1. Fires:
  - a. Brush/grass fire: 1
2. Rescue / EMS Responses:
  - a. EMS assist/Medical emergency: 10
  - b. Motor vehicle accident with injuries: 1
3. Hazardous Materials Responses/Hazardous Condition
  - a. None.



**City of Greenbrier Fire Department**  
790 West College St. Greenbrier, TN 37073  
(615) 643-4361 • firedept@greenbriertn.org

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4. Miscellaneous Responses
  - a. Authorized, controlled burning: 1
  - b. Weather response (tree down): 1
5. Mutual aid given – Other fire department districts
  - a. Grass fire: 2
  - b. Citizen assist: 1
  - c. EMS assist/Medical emergency: 7
  - d. No incident found on arrival: 2
  - e. Dispatched & cancelled en route: 1

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**TOTAL RESPONSES: 88**

**TOTAL UNANSWERED CALLS FOR SERVICE: 0**

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End of report.

Respectfully submitted,

Kyle Hamill  
Fire Chief



# Greenbrier Police Department

2414 Hwy 41 S  
PO Box 466  
Greenbrier TN 37073  
615-643-4467 office / 629-236-9722 fax



## MONTHLY REPORT

MONTH: February 2026

### REVENUE FOR MONTH

CITY COURT REV.:	<u>20,644.<sup>00</sup>/<sub>100</sub></u>
(-) LITIGATION TAXES:	<u>1,043.<sup>76</sup>/<sub>100</sub></u>
(-) DOS FINES & COSTS:	<u>95.<sup>00</sup>/<sub>100</sub></u>
TOTAL CITY COURT REV.:	<u>19,505.<sup>24</sup>/<sub>100</sub></u>
GENERAL SESSIONS REV.:	<u>2,002.<sup>60</sup>/<sub>100</sub></u>
OTHER:	<u>N/A</u>
 TOTAL REVENUE:	 <u>21,507.<sup>84</sup>/<sub>100</sub></u>
 DRUG FUNG REVENUE:	 <u>178.<sup>60</sup>/<sub>100</sub></u>

CITY CITATIONS:	<u>109</u>
K9 USE:	<u>12</u>
WARNINGS:	<u>71</u>

# GREENBRIER POLICE DEPARTMENT

## MONTHLY REPORT

<b>FEBRUARY 2026</b>	
City Court	\$20,644.00
State Litigation Tax	\$1,043.76
Dept of Safety Fines	\$95.00
<b>Total City Court Revenue</b>	<b>\$19,505.24</b>
General Sessions Revenue	\$2,002.60
Other Revenue	\$0.00
<b>Total Revenue</b>	<b>\$21,507.84</b>

<b>Year to date Revenue</b>	
July	\$7,484.06
August	\$18,481.96
September	\$27,072.99
October	\$19,572.96
November	\$20,613.26
December	\$28,917.49
January	\$25,151.46
February	\$21,507.84
March	\$0.00
April	\$0.00
May	\$0.00
June	\$0.00
<b>Total</b>	<b>\$168,802.02</b>

<b>DEPARTMENT TOTALS</b>	
City Citations	109
PD Calls	534
Animal Control Calls	8
Dunkel	12

<b>Year to date Officer Cost</b>	
July	\$ 341.00
August	\$ 847.00
September	\$1,166.00
October	\$ 737.00
November	\$ 847.00
December	\$1,034.00
January	\$ 891.00
February	\$ 771.25
March	\$ -
April	\$ -
May	\$ -
June	\$ -
<b>Total</b>	<b>\$6,634.25</b>

<b>Year to date Drug Related Fines</b>	
July	2,500.00
August	264.50
September	178.12
October	213.75
November	0.00
December	0.00
January	0.00
February	178.60
March	0.00
April	0.00
May	0.00
June	0.00
<b>Total</b>	<b>\$3,334.97</b>

# February Monthly Totals

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
<b>205 Rodriguez</b>						1							2				1								1							1	
State																																4	
Arrest																									1							0	
<b>208 Pack</b>			1	1			3	2	1			1	1			1					1	1			2							15	
State							1																	1								2	
Arrest																						1		1								2	
<b>Dunkel</b>			1			1	1	1				1	1			1					2	1	1	1	1							12	
<b>209 Meadows</b>			1	1							1			1				1														5	
State											1																					1	
Arrest																																1	
<b>210 Lassiter</b>									1			2							1	6			1									11	
State																																0	
Arrest																																0	
<b>211 Harris</b>	3	1	2	1				4								3					2	6	1		2	2	2	3				30	
State	1						1										1					2										5	
Arrest																									1	1						2	
<b>213 Hillis</b>					2			1	1			1								1	2											8	
State																																2	
Arrest																																2	
<b>215 Crook</b>	1	4				2				1	2	1	1		1	2			2					1	1	2	1					20	
State					1																												2
Arrest																																1	
<b>216 Clifford</b>																																0	
State																																	1
Arrest																																0	
<b>217 Oiphant</b>					1	1		2	2	1	1									2				1									11
State						1		2			2								1														6
Arrest																								2			1					8	
<b>220 Justice</b>																																	0
State																																	0
Arrest																																	0
<b>CITY TOTAL:</b>																																	102
<b>STATE TOTAL:</b>																																	23
<b>ARREST TOTAL:</b>																																	14
<b>Total</b>																																	151

+7      +2      +3

# Warnings

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
205 Rodriguez												1										1	1									3
206 Tate																																0
207 Chelini																			1													1
208 Pack					2	2						4										1	1	2	1							16
209 Meadows																																0
210 Lassiter																																0
211 Harris	1	2	1				2	3							2	1				1	1	3	2	1	1	1					20	
213 Hillis									1			1								1		1										4
215 Crook	2				2	3				1	1	2	2	1					2					1	1	2					19	
216 Clifford			3																													3
217 Oliphant	1								1	1	1							2														5
Total																																
202 Allen																																0
205 Rodriguez																																0
206 Tate																																0
207 Chelini												1											1									2
208 Pack																							1									1
209 Meadows			2																													2
210 Lassiter					1							1												1								3
211 Harris				2											1	2																5
213 Hillis																																0
215 Crook					1							1	1																			0
216 Clifford																																0
217 Oliphant	2				1				1	1	1				1			2						1								10

Reports taken not involving citations or arrests







# Greenbrier Police Department

2414 Hwy 41 S.  
Greenbrier TN 37073  
615-643-4467 office / 629-236-9722 fax  
greenbrierpd@greenbriertn.org



**COPY**

**Letter of Commendation**  
**Re: Case # GPD-26-0118**

To Whom It May Concern,

This letter serves as formal commendation for Officer Cody Oliphant regarding his actions on February 3, 2026, in reference to Case # GPD-26-0118.

On that date, Officer Oliphant was dispatched to the residence of a victim who was visibly upset and shaken after discovering that her bank account had been compromised and several thousand dollars had been fraudulently withdrawn. The victim was understandably distressed and believed her funds had been permanently lost.

Officer Oliphant responded with professionalism, urgency, and compassion. He thoroughly documented the incident and ensured that all necessary details were accurately captured. In addition, he assisted the victim in obtaining and completing the appropriate documentation required by her financial institution to initiate the fraud recovery process.

Due to Officer Oliphant's swift action, attention to detail, and willingness to go beyond the basic requirements of the call, the bank was able to act quickly. As a direct result of his efforts, the victim's funds were fully recovered.

Several days later, the victim returned to the Greenbrier Police Department to personally express her appreciation for Officer Oliphant's assistance. She provided a written letter thanking him for his professionalism, compassion, and dedication. Such unsolicited praise from a citizen reflects the positive impact Officer Oliphant had during a very stressful situation.

The Greenbrier Police Department would also like to formally recognize and thank Officer Oliphant for his outstanding service. His actions exemplify the professionalism, integrity, and commitment to community service that we expect from our officers.

Please accept this letter as formal recognition of a job exceptionally well done.

Respectfully,

Buster Locklayer  
Chief of Police  
Greenbrier Police Department

# Board of Mayor and Alderman Report

## March 2026

### **Installed 3 water taps**

4482 church

### **Installed 3 sewer taps**

4482 church

### **Repaired 5 water leaks**

2169 hwy 41

2663 old hwy

2147 old hwy

2651 old hwy

sewer plant

### **Replaced 1 water valve**

2147 old hwy

### **Picked up 26 loads of limbs**

### **Cleaned pump stations**

**Burn Brush**

**Helped Ridgetop with limbs**

**Put up new lights at animal control**

**Tested backflows**

**Hauled dirt to the park**

**Dressed up 6 yards from water leaks**

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# Parks and Recreation 2026



APRIL 1

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City of Greenbrier Parks  
Authored by: Rory Osborne



# Parks and Recreation Report

## What's Going On

### Baseball/Softball

Spring Season has started; Opening day, Saturday March 28<sup>th</sup>, went very well.

Concessions did about \$7000.00 in sales.

2026 Spring season will end on May 23<sup>rd</sup>

We are working on an end of season banquet this year, details to come once finalized.

Come on out to the ball park and catch a few games.

### Playgrounds

- The playground is open and gets a lot of activity.  
We are working on finalizing the details of a ribbon cutting grand opening and will notify everyone when the date, and time is set.
- Graham Park playground has some major drainage problems that needs to be fixed
- We will need to add playground mulch to each of our playgrounds soon

### Park Board

Next Park board meeting will be May 21<sup>st</sup>

### 2026 events

**The Carnival will be back May 27-31**

April 11<sup>th</sup> Spring Rumble Car Show

May 2<sup>nd</sup> Glow Run

June 5<sup>th</sup> Movies in the Park

BBQ Cook Off- September 18-19

Fish Fry- September 26<sup>th</sup>

Fall Rumble- October 24

Christmas in the Brier- November 28

Along with some movies in the park dates to come

### Security

Cameras will be needed at the new playground as well as the circle drive in the very near future.

### **Things we need**

We would love to have LED lighting on our playing fields, The light poles at the soccer field are in bad shape with woodpecker holes, and wear. We just spent \$1300 on light bulbs for the baseball fields, and \$3000.00 to have them replaced, they were not able to replace all of them because we have 3 ballasts out that need replaced @ \$400 per ballast not including Labor. We have to replace bulbs every season which is very expensive. LED lighting comes with a 25-year maintenance free warranty. We received a quote for LED lighting on the baseball and soccer fields. LED lighting would save so much in many ways over time. We are applying for grants to help fund these projects, but so far, we have been unsuccessful.

Parking lots at the parks need repaved!!

Graham Park needs drainage repair. The rain keeps washing through the playground and washing it out.

We need a storage building at the soccer park.

### **Comments from the Director**

The 2026 spring ball season began March 28<sup>th</sup> with an Easter Egg Hunt and opening day ceremonies.

I am thankful to have our new playground open; it is a nice area and has been heavily used since its opening.

I know I keep talking about LED lighting for our sports fields, but the reality of it is at some point possibly sooner than later, the bulbs we use now will be faded out. It is imperative that we think about adding LED lights before this happens or to at least have a plan in place.

We are moving towards keeping our community home and bringing other communities here to enjoy our parks. We have work to do but are getting there a little at a time.

We will keep working to have the nicest parks in Robertson County.

Thank you for your continuous support

Rory Osborne

Parks and Recreation Director

**Building and Codes/ Planning  
Memorandum**

April 1, 2026

To: Board of Mayor and Alderman  
From: Lauren Stribling, Building and Codes/Planning Supervisor  
Subject: April 2026 Monthly Report

**I. Planning Division**

SUBDIVISIONS:

The subdivision activity chart below reflects the monthly subdivision review and approval progress.

**Subdivision Activity Chart**

Subdivision	Status	Approval Action	Review	Zoning	Minor/Major	No. of Lots Created
Cattle Trail Estates	Construction is almost complete	Approved	Staff/PE	R15 - Medium Density	Major	87 Residential
Sycamore Farms	Preliminary	Approved	Staff/PE	R15- Medium Density	Major	30 Residential

Infrastructure has started on this project for sewer, stormwater and roads.

PLANNING AND ZONING APPEALS ITEMS

1. New Business
  - a. Appointment of Officers for 2026

PLANNING COMMISSION AGENDA ITEMS

1. New Business-
  - b. Appointment of Officers for 2026
  - c. Approval of Site Plan for Southern Charm Coffee Company located at 2481 Highway 41 submitted by owner Rachel Torres.

- d. Approval of Minor lot split at 6058 Greenbrier Cemetery Road (Parcel 115-5.02) submitted by Todd Bollinger on behalf of Daniel Williams and Bob Murphy.
- e. Approval of Beristain Retail site plan located at 2642 Highway 41 S (Parcel 123-D-A-2.00) submitted by Klober Engineering on behalf of Beristain Construction.
- f. Approval of Rezoning of 13210 Betts Rd. (Parcel 132-129.000) from A to R8 submitted by Todd Bollinger on behalf of Josh Rector.

**DAILY ACTIVITIES**

The staff continued to fulfill daily citizen requests including: question and complaints, zoning confirmation letters, property zoning requests, development concept meetings, landscaping and site review field visits, all permit reviews and applications, general land use information, and necessary field visits and building inspections.

**II. Code Enforcement Division**

**New Construction**

**PERMITTING AND INSPECTIONS**

Type	# Permits	# Units
New Mobile Homes	0	0
New 1&2 Family Starts	2	2
New Multi-Family Starts	0	0
New Commercial Starts	0	0
Total	0	0

**Code Enforcement Division –March 2026**

**Permit Information**

Permits Issued	March 2026	2026 FYTD	2025 FYTD	Difference
<b>Residential Building Permits</b>	2	2	36	-34
<b>Permit Fees</b>	\$3,631.00	\$3,631.00	\$62,686.00	\$ -59,055.00
<b>Commercial Building Permits</b>	0	0	0	0
<b>Permit Fees</b>	\$	\$ 0.00	\$ 0.00	\$ 0.00
<b>Other Permits</b>	2	5	89	-84
<b>Permit Fees</b>	\$ 2,658.40	\$ 3,804.15	\$ 16,218.41	\$ -12,414.26
<b>Total Permits</b>	4	7	125	-118
<b>Permit Fees</b>	\$6,289.40	\$ 7,435.15	\$83,630.70	\$-76,195.55

**Certificates of Occupancy Issued – March 2026**

Permit #	Issued	Address	Description	Contractor	Owner
24-172	3/31/26	2569 Old Greenbrier Pike	New Cons	Phillip Dorris Construction	Venture 24
24-173	3/31/26	2567 Old Greenbrier Pike	New Cons	Phillip Dorris Construction	Venture 24

*Lauren Stribling*

Lauren Stribling, Building and Codes Official

**CITY OF GREENBRIER, TENNESSEE  
RESOLUTION 26-02**

**A RESOLUTION TO ADOPT AN ACCIDENT REVIEW POLICY FOR THE CITY OF  
GREENBRIER, TENNESSEE**

**WHEREAS**, Public Entity Partners has recommended the implementation of an accident review plan for the City of Greenbrier; and

**WHEREAS**, the Board of Mayor and Aldermen have determined that it is in the best interest of the City of Greenbrier to set a new policy in place to reduce the number of preventable accidents and reduce the number of auto liability and auto physical damage claims;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Greenbrier, Tennessee that the following is hereby approved:

**Section 1.** The City of Greenbrier adopts the new Accident Review Plan in exhibit A.

**Section 2.** This Resolution takes effect immediately upon its passage, the public welfare requiring it.

**Approved this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor Lanny Adcock

Attest: \_\_\_\_\_  
City Recorder

# EXHIBIT A.



# Accident Review Program

## **Program Statement**

The purpose of this program is to ensure that all City of Greenbrier vehicles and equipment are operated in a manner that ensures the safety of the employee and citizens of Greenbrier. It is also the intent of this program to help standardize how accidents are handled throughout the City. In the event of an accident the employee's immediate supervisor, as well as the Safety Coordinator (who may respond to the scene of the accident), shall be notified. The respective Department Head shall also be notified as soon as practical. If the accident involves a motor vehicle, the Greenbrier Police Department shall be called to investigate. If the Greenbrier Police Department is unable to respond, the Robertson County Sheriff's Department or Tennessee Highway Patrol shall be notified. All accidents resulting in property damage, personal injury to employees or citizens, city owned property or property of others, shall be investigated and the required reports submitted. All other accidents will be investigated by the respective department supervisor and Safety Coordinator.

## **Authority to Investigate**

- A. The on-duty supervisor, Safety Coordinator, or Department Head shall guarantee that all accidents involving City of Greenbrier vehicles and/or equipment are investigated and reported as required.
- B. The supervisor is responsible for making sure all necessary investigative reports are completed and forwarded to the Accident Review Board Chairman within 24 hours or on Monday morning if the accident occurred on the weekend.

## **Accident Review Board**

- A. The Accident Review Board is intended to be the "investigating body" for the City. The Board will review all accidents to make recommendations to department Directors to prevent future incidents. This review applies to all departments except the independent investigation of vehicular crashes and pursuits within the Greenbrier Police Department. In the event an accident is deemed by the Board as "Preventable", the affected employee will be notified by the Board Chairman. A hearing will be scheduled and the employee may be present when their accident is being reviewed to offer explanations or witnesses. Any witnesses, or other representation, desired by the employee must be notified by the employee. It is the



- employee's responsibility to notify the Board Chairman of all persons who will attend at the employee's request.
- B. The Safety Committee will serve as the Accident Review Board with a Chairman and Vice-Chairman appointed by the Human Resources Director.
  - C. Some members of the Board may be prohibited from serving during the accident review:
    - a. Members of the Safety Committee that have been involved in the accident scheduled to be reviewed.
    - b. Direct supervisors of the employee involved in the accident.
    - c. Other situations where conflicts of interest may exist.

### **Documentation**

The following documentation is required in order for the Accident Review Board to conduct a thorough and fair review of the accident:

- A. Accident/Injury/Loss Report: This report, after being completed, will be reviewed signed and dated by the employee's supervisor. After review, this will be forwarded to the Accident Review Board Chairman. Additional information may be obtained by the Safety Coordinator as required.
- B. Tennessee Uniform Traffic Crash Report: Law Enforcement Agency's investigator's traffic crash report (if applicable).
- C. Photographs: Any photographs, or recorded video, taken at the scene of the accident must be sent to Human Resources Department for inclusion with the file to be presented to the Accident Review Board.
- D. Maintenance Records: In the event that the driver/operator of a vehicle (or piece of equipment) states that the accident occurred as a result of any type of mechanical failure, it is required that the vehicle (or piece of equipment) be checked and/or tested immediately by personnel approved by the appropriate Department Head or supervisor. After inspection, the results will be forwarded to the Safety Coordinator.

### **Procedures**

- A. The Accident Review Board will review all available documentation and determine if the accident was preventable or non-preventable on the part of the employee.
- B. If the accident is determined to have been non-preventable, no disciplinary action will be recommended.
- C. If the accident is determined to have been preventable, appropriate action will be recommended in accordance with the measures outlined in the next section.



## Definitions

- A. Negligent: Careless, lax, inattentive (e.g., negligent act). The failure to use a reasonable amount of care when such failure results in injury or damage to another person or property.
- B. Non-Contact Incident: An incident involving a City of Greenbrier vehicle and/or equipment operator whereby no vehicle contact is made, however it is shown that our vehicle or operator contributed to the accident.
- C. Accident: Any occurrence resulting in personal injury or property damage to a City employee, City property, private individual or private property. This will include (but not be limited to) traffic accidents, property damage, and non-contact incidents.
- D. Preventable Accident: Any accident which results in property damage or physical injury that could have been avoided by appropriate action taken by the employee.
- E. Violation: Infringement or breach of law, rule, right, etc.
- F. Vehicle: A device or structure for transporting persons or things; a conveyance. For the purpose of this program, vehicle will include the following: Motor Vehicles (cars, trucks, and fire apparatus), Heavy Equipment (backhoes), etc.
- G. Equipment: Shall include (but not be limited to) the following: Trailers, Mowers, or any other equipment not designed to be operated on a roadway.

## Disciplinary Action

- A. When an employee is the driver/operator of a City of Greenbrier vehicle and/or piece of equipment involved in an accident that is determined to have been preventable by the Review Board, appropriate disciplinary action will be recommended to the Director of the department. **It is important to note that the Review Board itself does not administer disciplinary action.** Ultimately, the authority to administer disciplinary action lies with the Department Head and/or Mayor. The Review Board will make recommendations of action, based upon a points system, to the Department Director. Points will be imposed for contributing factors to the accident and credited for such items as good driving record and extenuating circumstances.
  
- B. Point System:

Only one point value will be chosen from each of the following sections. Points are imposed and credited according to the following:



- a. Driver's contributing action:
  - i. Multiple Factors ..... 20 pts.
  - ii. Reckless Operation ..... 15 pts.
  - iii. Traffic Signal Violation ..... 10 pts.
  - iv. Negligence..... 10 pts.
  - v. Speeding..... 8 pts.
  - vi. Improper Backing ..... 5 pts.
  - vii. Struck Fixed Object ..... 5 pts.
  - viii. Following Too Closely ..... 5 pts.
  - ix. Improper Lane Change..... 5 pts.
  - x. Other ..... 5 pts.
  
- b. Preventable accidents in past thirty-six (36) months (does not include case currently being reviewed).
  - i. Four or more accidents ..... 15 pts.
  - ii. Three accidents ..... 8 pts.
  - iii. Two accidents ..... 5 pts.
  - iv. One accidents ..... 3 pts.
  
- c. Seatbelts
  - i. Employee did not use ..... 5 pts.
  - ii. Employee did use ..... 0 pts.
  
- d. Siren/Warning lights/Hazard lights
  - i. Used ..... -2 pts.
  - ii. Not used ..... +2 pts.
  - iii. N/A ..... 0 pts.
  
- e. Good driving record with City of XXXXXXXXXXXX
  - i. 5 or more years ..... - 5 pts.
  - ii. 4 years ..... -4 pts.
  - iii. 3 Years ..... -3 pts.
  - iv. 2 Years ..... -2 pts.
  - v. 1 Year ..... -1 pt.

**C. Disciplinary Guide**

Disciplinary action is based upon the total number of points accumulated for the accident and the employee's driving history for the past thirty-six (36) months.



Point values listed below should serve as a guide to ensure consistent assessment of employee involved accidents. However, it is the duty of the Accident Review Board to consider the totality of the circumstances surrounding the accident being reviewed. These circumstances may include (but are not limited to) the following: the extent of injury; any disregard for life or property demonstrated by the driver/operator; etc... Additional points may be assessed by the Review Board based on these circumstances.

a. First accident in past thirty-six (36) months:

<u>Points</u>	<u>Action Recommended</u>
5 or less .....	Counseling Form
6 – 15 .....	Written Reprimand
16 – 22 .....	8 Hours Suspension
23 or more .....	16 Hours Suspension

b. Second accident in thirty-six (36) months

<u>Points</u>	<u>Action Recommended</u>
10 or less .....	Written Reprimand
11 – 15 .....	8 Hours Suspension
16 – 22 .....	16 Hours Suspension
23 or more .....	24 Hours Suspension

c. Third accident in thirty-six (36) months

<u>Points</u>	<u>Action Recommended</u>
12 or less .....	8 Hours Suspension
13 – 18 .....	16 Hours Suspension
19 – 22 .....	24 Hours Suspension
23 or more .....	32 Hours Suspension

- d. In addition to any other disciplinary action taken, four or more preventable accidents within a thirty-six (36) month period results in the suspension of take-home car privileges (if applicable) for one (1) year. If employee does not have a take-home car, driving of a City owned vehicle while on duty may be suspended.
- e. In addition to any disciplinary action taken, any employee who is the driver/operator responsible for a preventable accident may be required to take and complete a Remedial Driving Course.
- f. Failure to report an accident is a violation of this program and may be a violation of Tennessee State Law. Failure to report an accident in a City owned vehicle and/or piece of equipment will be treated the same as four (or



more) accidents in the last thirty-six (36) months as it relates to disciplinary action.

- g. The Accident Review Board may recommend any other action up to and including termination of the employee; however, the decision to terminate employment rests with the Department Head and/or Mayor.
- h. Should recommendations by the accident review board result in disciplinary action, such action would follow the provisions dictated under the City of Greenbrier Policy & Procedures manual.

### **Appeals**

Employees who receive disciplinary action for preventable accidents may appeal the action to the mayor or designee in accordance with the applicable appeals process set forth in the City of Greenbrier Personnel Policies and Procedures Manual.



**CITY OF GREENBRIER  
ACCIDENT REVIEW BOARD SCORE SHEET**

EMPLOYEE NAME: \_\_\_\_\_

INCIDENT DATE: \_\_\_\_\_

DATE OF HIRE: \_\_\_\_\_

DATE OF REVIEW: \_\_\_\_\_

PREVENTABLE ACCIDENT HISTORY (36 Mos.): \_\_\_\_\_

ACCIDENT HISTORY (since August 18, 2011): \_\_\_\_\_

**ACCIDENT INFORMATION:**

**PREVENTABLE                      or                      NON-PREVENTABLE**

**SCORES**

- |  |       |
|--|-------|
| 1. EMPLOYEE'S CONTRIBUTING ACTIONS       | _____ |
| 2. PREVENTABLE ACCIDENTS IN PAST 36 MOS: | _____ |
| 3. SEATBELT USED:                        | _____ |
| 4. WARNING EQUIPMENT or HAZARD LIGHTS:   | _____ |
| 5. GOOD DRIVING HISTORY WITH CITY:       | _____ |

**TOTAL:** \_\_\_\_\_

**COMMENTS:**

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**Accident Review Board Recommendations:**

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**CITY OF GREENBRIER, TENNESSEE  
RESOLUTION 26-03**

**A RESOLUTION TO REVISE THE OCCUPATIONAL SAFETY AND HEALTH  
PROGRAM PLAN FOR THE CITY OF GREENBRIER, TENNESSEE**

**WHEREAS**, the City of Greenbrier adopted and implemented Ordinance 22-09 to establish the Occupational Safety and Health Program at the recommendation of TOSHA; and

**WHEREAS**, the Board of Mayor and Aldermen have determined that it is in the best interest of the City of Greenbrier to provide an updated plan in accordance to recommendations by annual TOSHA inspection that will be in agreement with all federal, state and local laws;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Greenbrier, Tennessee that the following is hereby approved:

**Section 1.** The City of Greenbrier adopts the updated version in exhibit A.

**Section 2.** The *Occupational and Health Program Plan* dated April 2026 repeals and replaces any and all previously adopted plans.

**Section 3.** This Resolution takes effect immediately upon its passage, the public welfare requiring it.

**Approved this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor Lanny Adcock

Attest: \_\_\_\_\_  
City Recorder

# EXHIBIT A.



# THE OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN

Ordinance 22-09

LAST UPDATED VERSION 04.06.26

**MAYOR LANNY ADCOCK**  
CITYOFGREENBRIER@GREENBRIERTN.ORG

**PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH  
PROGRAM PLAN FOR THE EMPLOYEES OF CITY OF GREENBRIER, TENNESSEE**

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I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of the City of Greenbrier.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The Board of Mayor and Aldermen is electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

II. DEFINITIONS

For the purposes of this Program Plan, the following definitions apply:

- a. **COMMISSIONER OF LABOR AND WORKFORCE DEVELOPMENT** means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. **EMPLOYER** means the City of Greenbrier and includes each administrative department, board, commission, division, or other agency.
- c. **SAFETY DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or SAFETY DIRECTOR** means the person designated by the establishing ordinance, or executive order to perform duties or to exercise powers

assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of City of Greenbrier.

- d. **INSPECTOR(S)** means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.
- e. **APPOINTING AUTHORITY** means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.
- f. **EMPLOYEE** means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as "volunteers" provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
- g. **PERSON** means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- h. **STANDARD** means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
- i. **IMMINENT DANGER** means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- j. **ESTABLISHMENT or WORKSITE** means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- k. **SERIOUS INJURY or HARM** means that type of harm that would cause permanent or prolonged impairment of the body in that:
  - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
  - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- l. **ACT or TOSH Act** shall mean the Tennessee Occupational Safety and Health Act of 1972.
- m. **GOVERNING BODY** means the County Quarterly Court, Board of Aldermen, Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the local government, government agency, or utility to which this plan applies.
- n. **CHIEF EXECUTIVE OFFICER** means the chief administrative official, County Judge, County Chairman, County Mayor, Mayor, City Manager, General Manager, etc., as may be applicable.

### III. EMPLOYER'S RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from and unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employers place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to ensure the provisions of this Program Plan are complied with and carried out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this Program Plan.

### IV. EMPLOYEE'S RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the

employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.

- f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.
- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety of others or when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

## **V. ADMINISTRATION**

- a. The Safety Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.
  - 1. The Safety Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this Program Plan.
  - 2. The Safety Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Safety Director.
  - 3. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
  - 4. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
  - 5. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
  - 6. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
  - 7. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.

8. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
  9. **The Safety Director shall, in the eventuality that there is a fatality, ensure that the Commissioner of Labor and Workforce Development receive notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.**
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.
1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan.
  2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
  3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
  4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

## **VI. STANDARDS AUTHORIZED**

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

## **VII. VARIANCE PROCEDURE**

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:
  1. A specification of the standard or portion thereof from which the variance is sought.
  2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported

- by representations by qualified personnel having first-hand knowledge of the facts represented.
3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
  4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
  5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and those employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
  - c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
    1. The employer:
      - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.
      - ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
      - iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.
    2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.
  - d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
  - e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
  - f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

## **VIII. RECORDKEEPING AND REPORTING**

Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to [www.osha.gov](http://www.osha.gov) and type Recordkeeping Forms in the search box.

The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix IV to this plan.

Details of how reports of occupational accidents, injuries, and illnesses will reach the recordkeeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-KEEPING AND REPORTING, CHAPTER 0800-01-03, as authorized by T.C.A., Title 50.

## **IX. EMPLOYEE COMPLAINT PROCEDURE**

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Safety Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Safety Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if no, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Chief Executive Officer or the representative of the

governing body.

- f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

## **X. EDUCATION AND TRAINING**

### **a. Safety Director and/or Compliance Inspector(s):**

1. Arrangements will be made for the Safety Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.
2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, writing technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.

### **b. All Employees (including supervisory personnel):**

A suitable safety and health training program for employees will be established. This program will, as a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employees work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids, or gases including explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocution; Struck by/Caught In; Trench Cave In; Heat Stress and Drowning.
5. Instruct employees on hazards and dangers of confined or enclosed spaces.
  - i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.
  - ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all

specific standards or regulations that apply to work in dangerous or potentially dangerous areas.

- iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

## **XI. GENERAL INSPECTION PROCEDURES**

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this Ordinance, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
  1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
  2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.

g. Advance Notice of Inspections.

1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.

h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:

1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
2. Records are made of the inspections, any discrepancies found and corrective actions taken. This information is forwarded to the Safety Director.

i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

## **XII. IMMINENT DANGER PROCEDURES**

a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:

1. The Safety Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.
5. The imminent danger shall be deemed abated if:
  - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
  - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to

the point where an unsafe condition or practice no longer exists.

6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.

b. Refusal to Abate.

1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Chief Executive Officer immediately.
2. The Safety Director and/or Chief Executive Officer shall take whatever action may be necessary to achieve abatement.

### **XIII. ABATEMENT ORDERS AND HEARINGS**

- a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:

1. Issue an abatement order to the head of the worksite.
2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.

- b. Abatement orders shall contain the following information:

1. The standard, rule, or regulation which was found to violated.
2. A description of the nature and location of the violation.
3. A description of what is required to abate or correct the violation.
4. A reasonable period of time during which the violation must be abated or corrected.

- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

### **XIV. PENALTIES**

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.

- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:
  - 1. Oral reprimand.
  - 2. Written reprimand.
  - 3. Suspension for three (3) or more working days.
  - 4. Termination of employment.

**XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION**

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (ordinance, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

**XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS**

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency/safety Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

**XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED**

- a. Compliance with any other law, statute, ordinance, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.
- b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statute, ordinance, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, ordinance, or executive order, as applicable, is specifically repealed.

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Signature: Safety Director, Occupational Safety and Health and Date

**APPENDIX - I WORK LOCATIONS**

(Full and Part Time Employees)

General Administration      12 employees  
2414 Hwy 41 S  
Greenbrier, TN 37073  
615-643-4531

Police Department      15 employees  
2414 Hwy S41 S  
Greenbrier, TN 37073  
615-643-4531

Public Works      10 employees  
(Highways & Streets/Codes/Cemetery)  
790 West College Street  
Greenbrier, TN 37073  
615-643-4531

Fire Department      19 employees  
790 West College Street  
Greenbrier, TN 37073  
615-643-4531

Parks & Recreation Department      24 employees  
2414 Hwy 41 S  
Greenbrier, TN 37073  
615-643-4531

Water & Sewer Department      7 employees  
1223 Sugar Camp  
Greenbrier, TN 37073  
615-643-4531

Animal Control      2 employees  
1223 Sugar Camp  
Greenbrier, TN 37073  
615-643-4531

TOTAL NUMBER OF EMPLOYEES: 89

## **APPENDIX – II NOTICE TO ALL EMPLOYEES**

### **NOTICE TO ALL EMPLOYEES OF CITY OF GREENBRIER, TENNESSEE**

The Tennessee Occupational Safety and Health Act of 1972 provide job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to ensure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Mayor or Safety Director designee.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before the Board of Mayor and Aldermen for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of City of Greenbrier is available for inspection by any employee at Greenbrier City Hall during regular office hours.

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Signature: (City/County) MAYOR AND DATE

## **APPENDIX - III PROGRAM PLAN BUDGET**

(Either answer questions 1-11 or fill in the statement below)

1. Prorated portion of wages, salaries, etc., for program administration and support.
2. Office space and office supplies.
3. Safety and health educational materials and support for education and training.
4. Safety devices for personnel safety and health.
5. Equipment modifications.
6. Equipment additions (facilities)
7. Protective clothing and equipment (personnel)
8. Safety and health instruments
9. Funding for projects to correct hazardous conditions.
10. Reserve fund for the Program Plan.
11. Contingencies and miscellaneous,

TOTAL ESTIMATED PROGRAM PLAN FUNDING,  
ESTIMATE OF TOTAL BUDGET FOR:

### **OR Use This Statement:**

#### **STATEMENT OF FINANCIAL RESOURCE AVAILABILITY**

Be assured that City of Greenbrier has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

## APPENDIX – IV ACCIDENT REPORTING PROCEDURES

(1-15) Employees shall report all accidents, injuries, or illnesses directly to the Safety Director as soon as possible, but not later than twenty-four (24) hours after the occurrence. Such reports may be verbal or in writing. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The Safety Director will insure completion of required reports and records in accordance with Section VIII of the basic plan.

(16-50) Employees shall report all accidents, injuries, or illnesses to their supervisor as soon as possible, but not later than two (2) hours after the occurrence. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will investigate the accident or illness, complete an accident report, and forward the accident report to the Safety Director and/or record keeper within twenty-four (24) hours of the time the accident or injury occurred or the time of the first report of the illness.

(51-250) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after the occurrence. The supervisor will provide the Safety Director and/or record keeper with the name of the injured or ill employee and a brief description of the accident or illness by telephone as soon as possible, but not later than four (4) hours, after the accident or injury occurred or the time of the first report of the illness. All fatalities, inpatient hospitalizations, amputations, and losses of an eye shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the recordkeeper.

(251-Plus) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves a fatality, hospitalization, amputation, loss of an eye, loss of consciousness, broken bones, or third-degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.

2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

**NOTE: A procedure such as one of those listed above or similar information is necessary to satisfy Item Number 4 listed under PROGRAM PLAN in Section V. ADMINISTRATION, Part b of the Tennessee Occupational Safety and Health Plan.** This information may be submitted in flow chart form instead of in narrative form if desired. These procedures may be modified in any way to fit local situations as they have been prepared as a guide only.

The four (4) procedures listed above are based upon the size of the work force and relative complexity of the organization. The approximate size of the organization for which each procedure is suggested is indicated in parenthesis in the left-hand margin at the beginning, i.e., (1-15), (16-50), (51-250), and (251 Plus), and the figures relate to the total number of employees including the Chief Executive Officer but excluding the governing body (County Court, City Council, Board of Directors, etc.).

Generally, the simpler an accident reporting procedure is, the more effective it is. Please select the one procedure listed above, or prepare a similar procedure or flow chart, which most nearly fits what will be the most effective for your local situation. Note also that the specific information listed for written reports applies to all three of the procedures listed for those organizations with sixteen (16) or more employees.

**CITY OF GREENBRIER, TENNESSEE  
RESOLUTION 26-04**

**A RESOLUTION TO ADOPT A MUTUAL AID AGREEMENT WITH THE CITY OF  
CROSS PLAINS, TN**

**WHEREAS**, the City of Greenbrier, TN and the City of Cross Plains, TN have agreed to provide automatic and mutual aid as described in Exhibit A attached.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Greenbrier, Tennessee that the following is hereby approved:

**Section 1.** This Resolution takes effect immediately upon its passage, the public welfare requiring it

**Approved this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor Lanny Adcock

Attest: \_\_\_\_\_  
City Recorder

# EXHIBIT A.

# AUTOMATIC AID AND MUTUAL AID AGREEMENT BETWEEN THE CITY OF GREENBRIER AND CITY OF CROSS PLAINS

THIS AGREEMENT is entered into as of the 6<sup>th</sup> day of April, 2026, by and among the City of Cross Plains, Tennessee and City of Greenbrier, Tennessee.

Pursuant to Tennessee Code Annotated 6-54-601 and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. The parties will respond to calls for firefighting assistance only upon request for such assistance made by the senior firefighting official on duty of the fire department of the respective agency. All requests for emergency fire assistance shall be made only to the Robertson County 911 Communications Center or the senior firefighting official on duty. Two types of assistance are intended by this Agreement provided as follows:
  - (a) Automatic Aid Assistance, see Exhibit A
  - (b) Mutual Aid Assistance, see Exhibit A
2. Upon request for aid received as provided for in paragraph (1), the senior fire officer of the responding party will authorize a response as follows:
  - (a) Each of the parties to this agreement will attempt to provide at least the following personnel and equipment in response to the request:

Minimum response – one fire apparatus and 2 trained personnel.

Each party's response will be determined by the severity of the emergency in the requesting party's jurisdiction as determined by the senior fire officer of the responding party after discussion with the senior fire officer of the requesting party.
  - (b) If there is also an emergency in the jurisdiction of the responding party at the time a request is made, or one occurs in the course of responding to a request under this agreement, and the senior *fire* officer of the responding party reasonably determines, after a consideration of the severity of the emergency in his jurisdiction, that the responding party cannot comply with the minimal requirements under this agreement without endangering life or incurring significant property damages in his jurisdiction, or both, he may choose to use all equipment and personnel in his own jurisdiction. In this case, the senior *fire* officer of the responding party shall attempt to

inform the senior fire officer of the requesting party of his decision.

- (c) In cases where two or more requests for mutual aid assistance are made at the same time, thereby making compliance with the minimum requirements of this agreement impossible for the responding party, the senior fire officer of the responding party shall determine, based upon a reasonable appraisal of the emergencies of the requesting jurisdiction, how best to respond to the requests. The senior fire officer may determine to send all available resources under this agreement to the jurisdiction with the direst emergency, or he may send some resources to each requesting jurisdiction. The senior fire officer shall inform the requesting officer of the requesting parties of his decision.

In both situations outlined in this subsection (b) where compliance with the minimal duties of this agreement is impossible, the requesting party or parties will not expect full compliance with those minimal duties but will expect a fair appraisal of the emergencies involved and a commensurate response.

3. When fire personnel are sent at another community pursuant to this agreement, the jurisdiction, authority, rights, privileges, and immunities, including coverage under the Workers' Compensation Laws, which they have in the sending fire department shall be extended to and include any geographic area necessary as a result of the request when these personnel are acting within the scope of the authority conferred by this agreement.
4. The party who requests mutual aid shall in no way be deemed liable or responsible for the personal property of the members of the fire department of the responding party that may be lost, stolen, or damaged while performing their duties in responding under the terms of this agreement.
5. The party responding to the request for mutual aid under the terms of this agreement assumes all liabilities and responsibility as between the parties for damage to its own apparatus and / or equipment. The party responding also assumes all liability and responsibility between the parties for any damage caused by its own apparatus and / or negligence of its personnel while en route to or returning from a specific location.
6. The party responding under the terms of this agreement assumes no responsibility for liability for property damages or destroyed or bodily injury at the actual scene of any emergency due to actions that are taken in responding under this agreement. This liability and responsibility as between the parties shall rest solely with the party requesting aid and within whose jurisdiction the property exists or the incident occurs.
7. No compensation will be paid by the parties under this agreement for mutual aid fire assistance rendered.

8. The respective parties agree that no claim for compensation will be made by either against the other for loss, damage, or personal injury occurring in consequence of mutual aid fire assistance rendered under this agreement, and all such rights or claims are hereby expressly waived.

The senior fire officer whose community the emergency exists, and who places the request for assistance, shall in all instances be in command of the emergency as to strategy, tactics, and overall direction of the operations. All orders or directions regarding the operations of the responding party shall be relayed to the senior fire officer in command of the responding party.

9. This agreement shall continue from year to year from April 6th, 2026, through April 1<sup>st</sup>, 2046, unless written notice of termination is given by either party hereto at least sixty (60) days prior to July 1 of any year. No further obligation or liabilities shall be imposed upon the withdrawing party after termination.
10. This agreement shall be valid only when it is executed by the heads of the respective agencies (i.e. mayor, city manager, or fire chief if unaffiliated with political jurisdiction).

**IN WITNESS WHEREOF**, the Parties hereto have signed and executed this Agreement by and through their respective duly authorized representatives, after being duly and lawfully passed, as of the day and year first above written.

**CITY OF GREENBRIER**

\_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

**CITY OF CROSS PLAINS**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Its: \_\_\_\_\_

## EXHIBIT A

### **(a) Automatic Aid**

Details of the Automatic Aid Agreement:

1. Both Cross Plains Fire Department and Greenbrier Fire Department shall be automatically dispatched at the same time to Structure Fire incidents occurring within an established geographic boundary in the area of Highway 76 East in Robertson County, TN (See Exhibit B – Automatic Aid Map).

### **(b) Mutual Aid**

GFD and CFD will respond upon mutual aid requests to:

1. Structure fires occurring in other areas of each party's jurisdiction.
2. Brush/Grass fires
3. Motor vehicle accidents
4. Technical rescue incidents
5. Hazardous materials incidents

The items listed in this Exhibit A are not intended to be exclusive or restrictive from other Fire Department services that may be provided, nor does it create any duty on either party to provide the services listed; and each party hereby reiterates and expressly reserves those discretions provided in Section 2 of this Agreement that the responding party retains the discretion over whether and to what extent to give any aid requested.

**EXHIBIT B – AUTOMATIC AID MAP**

(INSERT MAP FROM 911 ADDRESSING)

March 13, 2026

Christina M. Bartee

o (615) 382-4420

f (615) 382-4420

cmbartee@batsonnolan.com

Mayor Lanny Adcock

City of Greenbrier, TN

2414 Hwy 41 S

Greenbrier, Tennessee 37073

RICHARD H. BATSON (Retired)

DAN L. NOLAN\* (Retired)

DANIEL MARK NOLAN\*o

SUZANNE G. MARSH\*•

J. MATTHEW MILLER\*

PHILIP M. MIZE\*

CHRISTINA M. BARTEE

MATTHEW J. ELLIS

JEFFREY T. GOODSON

LAUREN S. MEADOWS

LANCE BAKER•

JENNIFER G. GAYDON

MATTHEW A. HOLMAN

SHELBY B. PARKS

ASHLEY C. JAMES

Re: City of Greenbrier Attorney  
Letter of Understanding

Dear Mayor Adcock,

It was a pleasure meeting with you and Mrs. Toland today. I greatly appreciate your consideration of me to serve as legal counsel for the City of Greenbrier. Should you choose to engage me as the Attorney for the City of Greenbrier, this letter outlines the general scope of the anticipated representation as well as the hourly rate for services rendered by myself and/or other members of the firm.

As legal counsel for the City, I, along with Mark Nolan, Jennifer Gaydon and other members of the firm will be available to attend all Board of Mayor and Aldermen meetings and workshops as necessary. We will also be available to attend Planning and Zoning meetings and City Court sessions as needed. I will be able to represent and advise the City of Greenbrier on any specific legal matters that arise.

As discussed during our meeting, there are many attorneys at Batson Nolan with significant municipal law experience. Because of the depth of this firm, I believe we are able to provide quality and timely legal services for the City of Greenbrier.

• *Of Counsel*

\* *Also admitted in KY*

• *Listed as a TN Supreme Court Rule 31 mediator in the field of general civil mediation*

o *Listed as a TN Supreme Court rule 31 mediator in the field of general civil and family mediation*

City of Greenbrier  
Fee Agreement

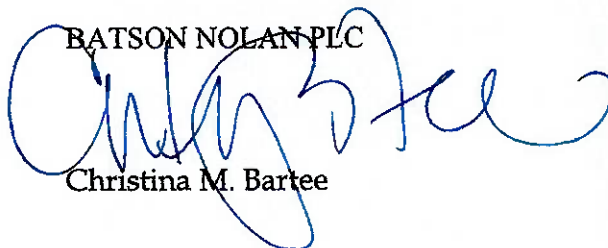
Page 2

The hourly rate for services rendered by the firm on behalf of the City of Greenbrier would be \$210 per hour for all services rendered. Paralegals and support staff will bill at the hourly rate of \$95 per hour. These rates would apply to any attorneys and or support staff in the office who work on matters related to the City of Greenbrier. These rates are substantially less than our standard hourly rate for legal representation services and is comparative to the hourly rate charged by attorneys for similar services. Beginning in 2027, rates should be increased each year by the same percentage as the cost-of-living percentage increase provided to all City of Greenbrier employees, if any. Our services will be billed on a quarterly basis.

Should you choose to engage me as legal counsel for the City of Greenbrier, the City will have the right to terminate my representation at any time. We will have the same right, subject to the duties imposed upon attorneys by the Tennessee Rules of Professional Responsibility. Upon entry of this Letter of Understanding, our representation will continue unless and until terminated in writing.

I will be glad to meet with you to discuss this Letter of Understanding and address any questions or concerns you may have.

Very Truly Yours,

BATSON NOLAN PLC  
  
Christina M. Bartee

I, Lanny Adcock, Mayor, do hereby accept and agree to the foregoing on behalf of the City of Greenbrier.

---

Lanny Adcock, Mayor