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The Exchange Newsletter

Institute for Public Service (IPS)

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UT Center for Industrial
Services Celebrates
Tennessee Manufacturers

MTAS Prepares
Fire Departments on
Suppression Rating

CTAS Consultants Attend
Risk Management Conference

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November 2013 A newsletter of The University of Tennessee Institute for Public Service Vol. 8 No. 11

UT Law Enforcement Innovation Center Dedicates New Outdoor Training Facility

THE UT INSTITUTE for Public Service (IPS), in partnership with the UT Institute of Agriculture, dedicated the UT Law Enforcement Innovation Center's (LEIC) new outdoor training facility at the UT Arboretum on Friday, Sept. 27.

LEIC will be using seven acres of Arboretum property acquired under a memorandum of understanding between the Institute for Public Service and the Institute of Agriculture. LEIC currently uses some of the property for its post-blast and shooting reconstruction training. One of the new uses will be for recovery and identification training using skeletons.

"We are fortunate to have this agreement with the Institute of Agriculture to be able to use this land for outdoor training exercises," said Don Green, executive director of LEIC. "To be able to use this



"To be able to use this land for recovery and identification of skeletal remains ... adds to the already valuable hands-on experience we provide ..."

Don Green, executive director of LEIC



(continued)

land for recovery and identification of skeletal remains, night time photograph and shooting reconstruction adds to the already valuable hands-on experience we provide to law enforcement professionals during the National Forensic Academy (NFA).” Green also thanked Dr. Bill Bass, an advisor to the NFA, for his input on the project.

Following the dedication program Green was joined by UT Institute for Public Service Assistant Vice President Chuck Shoopman, Anderson County Mayor Terry Frank, Boone County (Ky.) Sheriff Department Detective and NFA Instructor Brian Cochran, Dean of Agriculture Research for the Institute of Agriculture Dr. Bill Brown, Tennessee Senator Randy McNally and Tennessee Representative John Ragan for a reverse groundbreaking. The group used shovels to toss dirt into a shallow grave that already held skeletal remains.

In addition to using the property for law enforcement training, IPS is considering using it for some of the first responder training conducted by its Center for Industrial Services. The project also will include construction of a new pavilion that will be available for UT and public use. X



At LEIC’s new outdoor training facility at the UT Arboretum, the center put up a plaque honoring the contributions of Dr. Bill Bass to the success of the center and its National Forensic Academy. A plaque also was installed for long-time LEIC and NFA supporter author Patricia Cornwell.

MTAS Prepares Fire Departments on Suppression Rating

MUNICIPAL TECHNICAL Advisory Service Fire Management Consultant Dennis Wolf conducted a pilot workshop in September for West Tennessee fire departments on recent changes to the Insurance Services Office’s (ISO) Fire Suppression Rating Schedule (FSRS). The training session occurred in the city of Germantown and was attended by several local fire departments.

The interactive session provided an overview of changes to the ISO rating schedule and assisted local fire department representatives with practical hands on methods by which to improve their current department’s practices and abilities to meet the newly revised rating



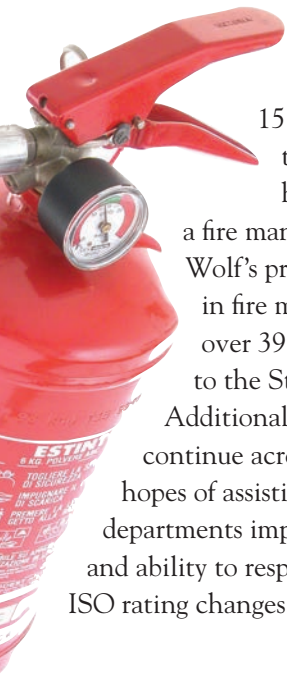
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schedule. Fire departments represented at the workshop session included the cities of Arlington, Bolivar, Collierville, Germantown and Parsons. County fire departments attending were from Fayette County and Hardin County.

Various sections of the FSRS discussed in detail included emergency communications, water supplies, community risk reduction and operations considerations.

“ISO assigns a Public Protection Classification, more commonly called the ISO Rating, to every community in the country,” Wolf said. “Insurance companies use this rating as one of the factors considered when developing property insurance premiums. A lower ISO Rating means lower insurance premiums for property owners, so it is important that fire department officials and community leaders understand the various components that ISO evaluates when assigning the ISO Rating to the community.”

Wolf served as chief of the Germantown Fire Department for 15 years prior to coming to MTAS to serve in his current capacity as a fire management consultant. Wolf’s professional career in fire management spans over 39 years of service to the State of Tennessee. Additional workshops will continue across the state in hopes of assisting local fire departments improve their awareness and ability to respond to these recent ISO rating changes. X



UT Center for Industrial Services Celebrates Tennessee Manufacturers

UT CENTER for Industrial Services Celebrates Tennessee Manufacturers in conjunction with Manufacturing Day nationally, the UT Center for Industrial Services (CIS) hosted events around the state to promote its Made in Tennessee initiative, honor the state’s manufacturers, and celebrate CIS’ 50th anniversary.



The Manufacturing Day Showcases were held throughout October in each of the nine economic development regions in Tennessee. The showcases featured luncheons, plant tours, and presentations to honor Made in Tennessee companies. Area manufacturers were invited.

“Manufacturing is an integral part of Tennessee’s economy, and we’re proud to promote the state’s manufacturers through these events and with our Made in Tennessee website,” said Paul Jennings, executive director of the Center for Industrial Services. “The goal of the Made in Tennessee program is to support the Volunteer State’s manufacturing community by raising awareness of its products and

providing resources to help it grow. We want to encourage all Tennesseans to buy products made by Tennessee companies.” X



Top: CIS Executive Director Paul Jennings receives a Manufacturing Day proclamation from State Rep. Roger Kane.

Bottom: Area manufacturers and CIS customers attended the Manufacturing Day showcase in Knoxville.



CELEBRATING AND CONNECTING OUR MANUFACTURERS

CTAS Consultants Attend Risk Management Conference

COUNTY TECHNICAL ASSISTANCE Service Consultants Ben Rodgers and Gary Hayes attended the Public Risk Management Association (PRIMA) Annual Conference in Tampa, Fla. Close to 1,000 risk management officials in the public sector from all over the country were in attendance. It was a great opportunity to receive continuing education for a field in which county governments are increasingly seeing problems arise. Risk management is the administrative process of planning, organizing, leading and controlling the activities of an organization in order to minimize the adverse effects of accidental losses on that organization at a reasonable cost.

PRIMA's mission is to establish the essential knowledge, skills, and abilities that constitute effective public risk management practice. CTAS has the goal of providing technical assistance in the area of risk management. This will entail offering support to counties and agencies. The conference provided educational sessions on The Art of Cost Allocation, Challenges for Elected Officials, Risk of Employment Practices, and When Disaster Strikes, among others.

Ideas from the session Art of Cost Allocation promoted fiscal responsibility, establishing transparency, and ensuring accountability. The fiscal responsibility of risk management is



Images courtesy of www.conference.primacentral.org

the biggest issue facing a county government. Where does the money come from for managing all of the risk that is incurred? Risk can happen in a variety of ways. Accidents occurring in a county-owned vehicle such as a sheriff's patrol car are common. When these accidents happen, who is responsible for the cost of the damage? In most counties, the allocation would come

CTAS Staff Makes Donation to Internship Endowment


STAFF OF THE County Technical Assistance Service raised money to remember the two people for which the Muscatello Rodgers Internship Endowment is named. The endowment memorializes Paula Muscatello's commitments to education, and to loving and supporting her family. It also memorializes former CTAS Consultant Bill Rodgers' dedication to improving local government.

CTAS staff generously contributed more than \$2,500 to the Muscatello Rogers Internship fund. The staff wanted to make sure that the endowment continues to grow and support students studying public administration, finance, communications, engineering or other related fields who are interested in pursuing a career in local government. This contribution is above and beyond what they are contributing to the IPS family campaign which is still underway.

IPS Development Director Rhonda Campbell said the CTAS staff challenges other agencies to match or beat the contribution to this endowment. ✕



from the county's general fund. Funding for risk management is a challenge for most counties. Like most county appropriations, the funding will come from local revenues. Often times the responsibility of risk management will fall on the county executive/mayor. X



In celebration of Veteran's Day, a special thank you goes out to employees who are veterans of the United States military, or are currently in the Reserves or National Guard.

Steve Austin, CTAS	Al Major, MTAS
Doug Bodary, CTAS	Ronnie Neill, MTAS
John Chlarson, MTAS	Jim Slizewski, CIS
Dana Deem, MTAS	Karen Smith, LEIC
Thaddeus Grace, IPS CO	Mike Stooksberry, CTAS
Jim Hart, CTAS	Russell Toone, CIS

Family members (spouses & children) who have served or are currently serving include:

- Tan-Gee Deem, wife of Dana Deem, MTAS
- 2nd Lt. Holly Deem, daughter of Dana Deem, MTAS
- Gary Gage, husband of Tammy Gage, CIS
- Spfc. Wes Groves & Sgt. Robert Groves, sons of Keith Groves, CIS
- Jack Jinks, husband of Mary Jinks, IPS CO
- Gary Keith, husband of Carolyn Keith, CTAS
- Ron Marling, husband of Jill Marling, IPS CO
- Colonel (Retired) Romeo Morrissey, husband of Elaine Morrissey, MTAS
- Tom Peters, husband of Pam Peters, CTAS
- Ben Slizewski, son of Jim Slizewski, CIS
- Capt. Eric Stooksberry, son of Mike Stooksberry, CTAS
- John Wolf, son of Dennis Wolf, MTAS

To: Don Green, LEIC (via Dr. Brian Donavant)

Note: UT Martin instructor Dr. Brian Donavant, who was instrumental in establishment of the National Forensic Academy Collegiate Program, recently attended the Southern Criminal Justice Association Conference in Virginia. Donavant and two NFA Collegiate Program alums spoke at the conference.

Brian,

It was great meeting you. I will post the information on our CJ bulletin board and mention it to the students I advise. I thought Caleb and Aubrey did very well. As a retired chief, graduates of this program would have received significant points in the hiring process.

Douglas L. Davis, Director
Criminal Justice Program
Mary Baldwin College (Va.)

To: Ralph Cross, MTAS
Sharon Rollins, MTAS

Thank you again for the hard work and long hours you and Sharon spent in preparing for the meeting with the county. You both did a great job and it makes our job easier knowing we can depend on folks like MTAS to help us out.

Britt Dye
General Manager
Fayetteville Public Utilities



kudos

MTAS Conducts Municipal Court Clerk Classes Statewide

THE MUNICIPAL TECHNICAL Advisory Service (MTAS) recently offered a Basic Municipal Court Clerk Class statewide for court clerks, city recorders, judges and police clerks.



MTAS Police Management Consultant Rex Burton speaking to municipal court clerk participants in Jackson.

The purpose of the three-hour training sessions included covering the general operation of a municipal court and updates on legislative changes impacting municipal courts. Specific topics addressed court docket preparation and maintenance, collection of litigation tax, submission of court collection of litigation tax, submission of court action reports and record keeping requirements of municipal courts. Participants learned to

establish a records process that conforms to Tennessee laws and regulations, and how to perform the functions of a court clerk efficiently and effectively.

Instruction for the course was facilitated by MTAS Teaching Associate and Attorney Karen Blake and MTAS Police Management Consultant Rex Barton. The sessions were held in seven cities across the state consisting of Bartlett, Collegedale, Cookeville, Jackson, Johnson City, Knoxville and Smyrna.

Among those participants in attendance included Municipal Court Clerk Suzanne Hopper of the city of Troy.

“This training is of great value to me,” Hopper said. “I find every year I am still asking questions and learning from other clerks in the class. It is also my main source in hearing of new laws recently enforced that I can go back to my town and discuss with our officers.”

City Court Clerk of Brownsville Rena Fitts echoed Hopper’s sentiments, “This course is an excellent class that provides training on the most current procedures and laws. It also allows interaction with other clerks to share best practices and to refresh on things we learn.” ✕

MTAS Partners with Tennessee Tech to Conduct McMinnville 2035 Visioning Session

THE MUNICIPAL TECHNICAL Advisory Service recently took a team of three management consultants, along with an associate director of the Tennessee Tech University External Relations Department, to help facilitate a McMinnville 2035 Visioning Planning Project.

McMinnville Mayor Jimmy Haley had requested a long-term planning session integrating the recreation, tourism, economic development and environmental functions of the city. A total of 60 community leaders attended the initial planning session. MTAS

Management Consultants Dana Deem and Jeff Broughton facilitated discussions regarding long-term issues involving recreation and tourism respectively. Janie Robbins of the TTU External Relations staff organized the economic development session and MTAS Management Consultant Warren Nevad facilitated the environmental component of the visioning session.

The top six key issues that emerged from the 2035 Visioning Plan, in order of ranking were:

- 1) Develop a master tourism plan;
- 2) Open the Park Theatre;
- 3) Upgrade current recreation center;
- 4) Conduct advertisement campaign touting outdoor recreational activities;
- 5) Develop a recreational master plan; and
- 6) Develop a comprehensive beautification plan

MTAS will work with McMinnville officials in the coming years to implement the Visioning 2035 Plan. ✕





THE TENNESSEE GOVERNMENT EXECUTIVE INSTITUTE helps those in Tennessee government manage new challenges and successfully guide our state into the future. Each year approximately 30 state government leaders are chosen to participate in TGEI. The main focus of TGEI is to build partnerships among the departments of state government and to increase the leadership knowledge and skill of state leaders.



On the first day of TGEI, Gary Peevely told the 2013 class to come up with nicknames. He decided his name would be "Hairy Gary" due to his beard. On the last day of the course, the entire class showed up wearing beards.

UT Enters into Agreements with Downtown Knoxville Hotels

THROUGH A COMPETITIVE process the university has issued system-wide framework orders to three hotels in downtown Knoxville for lodging, meeting space and food and beverage prices. The hotels are the Hilton, World's Fair Holiday Inn and the Crowne Plaza. The hotels have provided CONUS rates or lower, discounts off catering menus and they agreed to accept a standard university ordering form, which can be found at: [http://app.perfectforms.com/PresentationServer/\(S\(yobojsmoebjop2uuvcur1b45\)\)/Form.aspx/Play/sD1CAg4E?f=sD1CAg4E](http://app.perfectforms.com/PresentationServer/(S(yobojsmoebjop2uuvcur1b45))/Form.aspx/Play/sD1CAg4E?f=sD1CAg4E).

The orders placed with these properties do not require bids or contracts. UT plans to obtain similar agreements with hotels in Nashville and other areas where university travelers frequently hold events.

- Bidding is not required to use the services of these hotels, even if the event exceeds \$5,000.
- Orders can be placed using the University's Event Order Form and contracts are not required. Departments may sign their form.

Perks and protections are built into the agreement such as:

- One free night for every 40 rooms reserved at an event
- Upgrades for VIPs based on availability
- Attrition charges are capped

To see more information about planning a conference at one of these hotels, go to <http://treasurer.tennessee.edu/travel/confratesknoxville.htm> for details.

Further, these hotels have agreed to give UT employees on regular business travel preferential rates and discounts. To see more information about using these hotels for regular business travel, go to <http://treasurer.tennessee.edu/travel/prefhotelsknoxville.htm> for details. ✕



announcements

RECRUITMENTS

CTAS – Administrative Intern, Nashville

Central Office – Administrative Support Assistant, Jackson

Naifeh Center – IPS Specialist (Training), Knoxville

MTAS – IPS Specialist (Training – Municipal Court), Nashville

PROMOTIONS

Stephanie Allen to Program Manager III, Legal for MTAS, effective 11-1-13

NEW HIRES

Kelley Myers to Administrative Coordinator II for MTAS, effective 11-4-13

STATE SERVICE LONGEVITY

Jane Davis, CO	40 years
Joe Flynn, CIS	9 years
Misty Bean, LEIC	10 years
Frances Adams-O'Brien, MTAS	14 years
Stephanie Allen, MTAS	6 years
Michelle Buckner, MTAS	6 years
P.J. Snodgrass, MTAS	29 years
Richard Stokes, MTAS	29 years
Carolyn Keith, CTAS	32 years
Terri Kinloch, CTAS	12 years
Mary Ann Moon, CTAS	22 years

calendar

CIS

- Nov. 4 OTI 500 Trainer Course in OSHA Standards for Construction, Nashville
- Nov. 5-7 Tennessee Business Retention & Expansion, Smyrna
- Nov. 6 ISO 9001 Auditor Training, Jackson
- Nov. 6 8-Hour Site Worker Refresher (HAZWOPER) Nashville
- Nov. 7 8-Hour Emergency Response Refresher Knoxville
- Nov. 8 8-Hour DOT Refresher, Knoxville
- Nov. 8 Hazardous & Special Waste/Industrial Air Regulations, Chattanooga
- Nov. 12 OTI 501 Trainer Course in OSHA Standards for General Industry, Knoxville
- Nov. 12 Hazardous & Special Waste/Industrial Air Regulations, Germantown
- Nov. 12 Toyota Kata, Nashville
- Nov. 13 Hazardous & Special Waste/Industrial Air Regulations, Jackson
- Nov. 15 8-Hour Site Worker Refresher (HAZWOPER) Germantown
- Nov. 19 8-Hour DOT Refresher, Nashville
- Nov. 20 16-Hour DOT, Nashville

CTAS

- Nov. 6-8 County Officials Association of Tennessee Fall Conference, Murfreesboro

LEIC

- Nov. 7 Family Resource Centers/Coordinator School Health Regional Meeting, Jackson
- Nov. 18 Student Threats of Violence, Nashville

- Nov. 20-22 Crime Scene Management Field Techniques, Athens

MTAS

- Nov. 6 Planning & Zoning's Impact on Municipal Economic Development, Knoxville
- Nov. 7 Planning & Zoning's Impact on Municipal Economic Development, Collegedale
- Nov. 13 Planning & Zoning's Impact on Municipal Economic Development, Bartlett
- Nov. 13 Human Resource Overview, Sevierville
- Nov. 13 Municipal Court Clerk Class, Collegedale
- Nov. 14 Municipal Court Clerk Class, Knoxville
- Nov. 14 Planning & Zoning's Impact on Municipal Economic Development, Jackson

- Nov. 15 Planning & Zoning's Impact on Municipal Economic Development, Kingsport
- Nov. 20 Making Effective Decisions, Franklin
- Nov. 22 Planning & Zoning's Impact on Municipal Economic Development, Nashville

NAIFEH CENTER

- Nov. 4-6 Local Government Leadership Program, Murfreesboro
- Nov. 20 Tennessee Government Institutes' Graduation, Nashville

The *EXCHANGE* is a newsletter of
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