

FIRE CHIEF  
RICHARD GRIGGS



Phone:(901) 476-2578

# CITY OF COVINGTON

OFFICE OF THE FIRE CHIEF

P.O. Box 768

COVINGTON, TENNESSEE 38019

MAYOR  
JAN WADE HENSLEY



Fax: (901) 476-9800

Covington Fire Department

Report for February 24<sup>th</sup>, 2026

1. Community Events: 1-6-2026 Trooper Calvin Jenks Sea of Blue Memorial, 1/12-14 each shift toured Boardwalk pumping stations learned about the operations @the Highway 179 site. 1-16-2026 the CFD attended a career day event @Tipton Christian Academy. Haz-Mat Inservice Feb 9-11<sup>th</sup>, Attended Boys and Girls Club Safety Council Meeting.
2. December Volunteer Hours=6, 2025 Total hours worked=116, Volunteer hours in Jan. 2026=0
3. Call volume report for 2025=2596, January.1-January 22=25, January 22-February18th=192
4. County coverage area collections for 2026: \$ 59,025.00
5. 2025/2026 Budget expenditures to date:
6. Free time for firefighters' policy (for review) -awaiting legal review
7. Severe Weather Sirens: All units are operational.
8. Fire Inspection report—See report
9. Safe Haven Baby Boxes -
10. Congratulations to Ethan Bell on successfully completing his A-EMT certification. Firefighters Ethan Bell and Cam Tindall started the fire academy February 23<sup>rd</sup>.
11. County Fire Fee administrator. Update
12. Firefighter Commendation- Terrance Smith
13. Engine -3 Production Pictures:
14. Free Smoke Alarms Please Call (901)-476-2578 to schedule an appointment.

**DECEMBER 2025**

<b>EMP #</b>	<b>NAME</b>	<b>CALL IN HOURS</b>	<b>SHIFT TRAINING HOURS</b>	<b>TOTAL</b>	<b>TOTAL AFTER -12 HOURS</b>
1208	ZAC COOK	0	0	0	0
1481	BRAYDEN COOLEY	0	0	0	0
1349	DUVALE DEAN	0	0	0	0
1012	CODY FAULK	3	0	3	0
1469	NOAH GAMBLIN	0	0	0	0
914	CODY PEELER	3	0	3	0
1470	SA DABRIE TAYLOR	0	0	0	0
<b>TOTAL</b>				<b>6</b>	<b>0</b>

**CERTIFIED PAYROLL SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

NAME	1/25	2/25	3/25	4/25	5/25	6/25	7/25	8/25	9/25	10/25	11/25	12/25	TOTAL HOURS WORKED
BRAYDEN COOLEY	0	0	0	0	0	0	0	0	8	0	0	0	8
ZAC COOK	0	0	0	0	0	0	0	0	0	0	0	0	0
DUVALE DEAN	0	0	0	0	0	0	0	0	10	0	0	0	10
CODY FAULK	0	0	0	0	0	22	0	0	3	0	0	3	28
NOAH GAMBLIN	0	0	0	0	0	0	0	0	0	0	0	0	0
TETHION JONES	0	0	12	0	17	0	4	3	0	0	0	0	36
CODY PEELER	0	0	0	0	0	0	24	0	3	0	0	3	30
SA DABRIE TAYLOR	0	0	0	0	0	0	0	0	4	0	0	0	4
<b>TOTAL</b>	0	0	12	0	17	22	28	3	28	0	0	6	116

\*\*\* TETHION JONES WORKED IN MARCH BUT THE PAPERWORK WAS NOT COMPLETE AT HR SO IT DIDN'T COUNT\*\*\*

\*\*\* TETHION JONES HIRED 5-29-2025 WENT FULL-TIME 8-25-25\*\*\*

\*\*\* BRAYDEN COOLEY & NOAH GAMBLIN & SA DABRIE TAYLOR HIRED 8-25-2025

\*\*\* CODY PEELER WENT TO VOLUNTEER ON 6-16-2025\*\*\*

\*\*\* ZAC COOK WENT TO VOLUNTEER ON 7-1-2025 \*\*\*

## JANUARY 2026

<b>EMP #</b>	<b>NAME</b>	<b>CALL IN HOURS</b>	<b>SHIFT TRAINING HOURS</b>	<b>TOTAL</b>	<b>TOTAL AFTER -12 HOURS</b>
1208	ZAC COOK	0	0	0	0
1481	BRAYDEN COOLEY	0	0	0	0
1349	DUVALE DEAN	0	0	0	0
1012	CODY FAULK	0	0	0	0
1469	NOAH GAMBLIN	0	0	0	0
914	CODY PEELER	0	0	0	0
1470	SA DABRIE TAYLOR	0	0	0	0
<b>TOTAL</b>				<b>0</b>	<b>0</b>

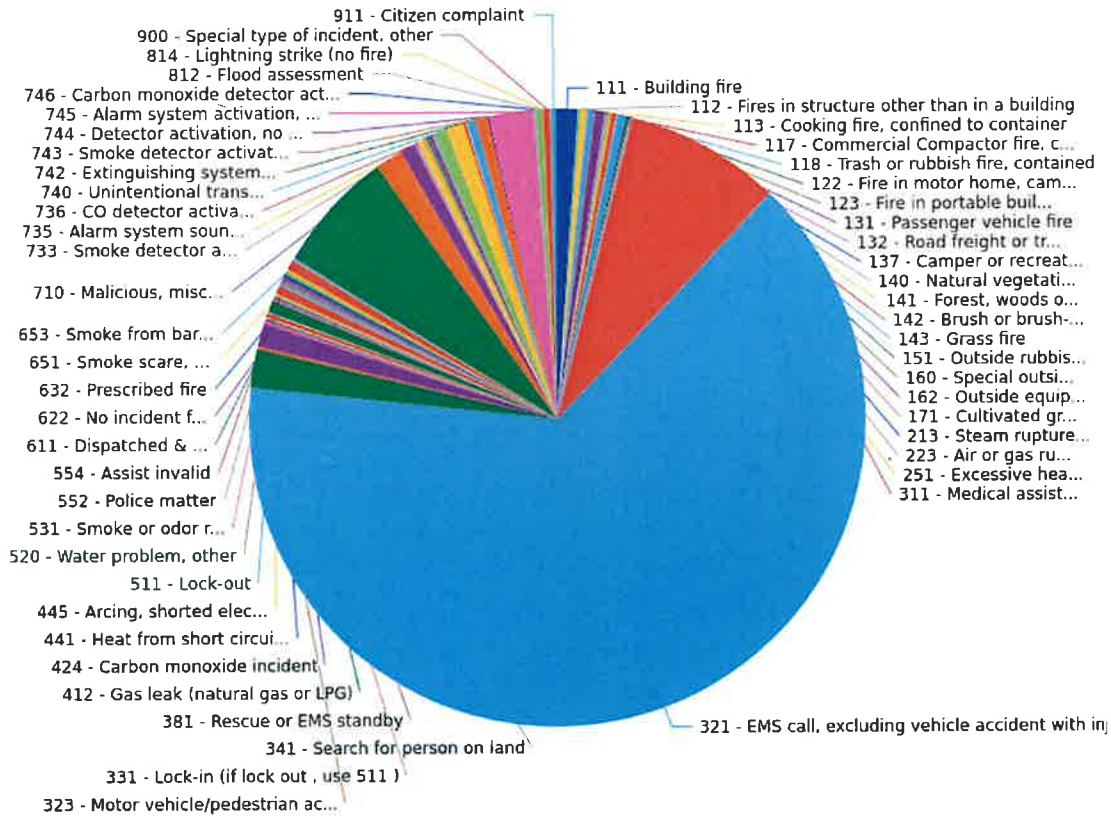
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**DATE:** \_\_\_\_\_



Incidents Statics Detailed-copy

2025 - TOTAL



RESPONSE ZONE / INCIDENT TYPE (NFIRS)	NUMBER OF INCIDENTS	% OF THE TOAL CALLS
<b>District 1</b>	<b>245</b>	<b>9.44%</b>
113 - Cooking fire, confined to container	2	0.08%
118 - Trash or rubbish fire, contained	1	0.04%
131 - Passenger vehicle fire	3	0.12%
143 - Grass fire	2	0.08%
223 - Air or gas rupture of pressure or process vessel	1	0.04%
311 - Medical assist, assist EMS crew	6	0.23%
321 - EMS call, excluding vehicle accident with injury	183	7.05%
322 - Motor vehicle accident with injuries	9	0.35%
324 - Motor vehicle accident with no injuries.	3	0.12%
440 - Electrical wiring/equipment problem, other	1	0.04%

# Incidents Statics Detailed-copy

Covington Fire Department  
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 38019



RESPONSE ZONE / INCIDENT TYPE (NFIRS)	NUMBER OF INCIDENTS	% OF THE TOAL CALLS
520 - Water problem, other	1	0.04%
554 - Assist invalid	1	0.04%
611 - Dispatched & canceled en route	9	0.35%
6111 - Cancelled on scene	2	0.08%
622 - No incident found on arrival at dispatch address	1	0.04%
632 - Prescribed fire	1	0.04%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.04%
661 - EMS call, party transported by non-fire agency	2	0.08%
735 - Alarm system sounded due to malfunction	5	0.19%
743 - Smoke detector activation, no fire - unintentional	1	0.04%
745 - Alarm system activation, no fire - unintentional	9	0.35%
911 - Citizen complaint	1	0.04%
<b>District 2</b>	<b>686</b>	<b>26.43%</b>
111 - Building fire	3	0.12%
113 - Cooking fire, confined to container	1	0.04%
118 - Trash or rubbish fire, contained	1	0.04%
131 - Passenger vehicle fire	1	0.04%
132 - Road freight or transport vehicle fire	1	0.04%
140 - Natural vegetation fire, other	1	0.04%
311 - Medical assist, assist EMS crew	24	0.92%
321 - EMS call, excluding vehicle accident with injury	543	20.92%
322 - Motor vehicle accident with injuries	8	0.31%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	0.08%
324 - Motor vehicle accident with no injuries.	4	0.15%
331 - Lock-in (if lock out , use 511 )	1	0.04%
340 - Search for lost person, other	1	0.04%
352 - Extrication of victim(s) from vehicle	1	0.04%
381 - Rescue or EMS standby	4	0.15%
413 - Oil or other combustibile liquid spill	1	0.04%

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 38019



RESPONSE ZONE / INCIDENT TYPE (NFIRS)	NUMBER OF INCIDENTS	% OF THE TOAL CALLS
440 - Electrical wiring/equipment problem, other	1	0.04%
441 - Heat from short circuit (wiring), defective/worn	1	0.04%
445 - Arcing, shorted electrical equipment	2	0.08%
500 - Service Call, other	2	0.08%
511 - Lock-out	1	0.04%
522 - Water or steam leak	2	0.08%
551 - Assist police or other governmental agency	1	0.04%
552 - Police matter	2	0.08%
553 - Public service	2	0.08%
554 - Assist invalid	2	0.08%
611 - Dispatched & canceled en route	27	1.04%
6111 - Cancelled on scene	5	0.19%
622 - No incident found on arrival at dispatch address	8	0.31%
651 - Smoke scare, odor of smoke	3	0.12%
661 - EMS call, party transported by non-fire agency	1	0.04%
733 - Smoke detector activation due to malfunction	3	0.12%
735 - Alarm system sounded due to malfunction	3	0.12%
740 - Unintentional transmission of alarm, other	2	0.08%
743 - Smoke detector activation, no fire - unintentional	4	0.15%
744 - Detector activation, no fire - unintentional	1	0.04%
745 - Alarm system activation, no fire - unintentional	8	0.31%
812 - Flood assessment	5	0.19%
814 - Lightning strike (no fire)	1	0.04%
911 - Citizen complaint	2	0.08%
<b>District 3</b>	<b>275</b>	<b>10.59%</b>
112 - Fires in structure other than in a building	1	0.04%
113 - Cooking fire, confined to container	1	0.04%
118 - Trash or rubbish fire, contained	2	0.08%
140 - Natural vegetation fire, other	1	0.04%

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 38019



RESPONSE ZONE / INCIDENT TYPE (NFIRS)	NUMBER OF INCIDENTS	% OF THE TOAL CALLS
213 - Steam rupture of pressure or process vessel	1	0.04%
311 - Medical assist, assist EMS crew	14	0.54%
321 - EMS call, excluding vehicle accident with injury	198	7.63%
322 - Motor vehicle accident with injuries	2	0.08%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.04%
324 - Motor vehicle accident with no injuries.	4	0.15%
340 - Search for lost person, other	1	0.04%
412 - Gas leak (natural gas or LPG)	1	0.04%
424 - Carbon monoxide incident	1	0.04%
500 - Service Call, other	1	0.04%
511 - Lock-out	1	0.04%
531 - Smoke or odor removal	1	0.04%
551 - Assist police or other governmental agency	3	0.12%
554 - Assist invalid	2	0.08%
611 - Dispatched & canceled en route	14	0.54%
6111 - Cancelled on scene	2	0.08%
622 - No incident found on arrival at dispatch address	1	0.04%
650 - Steam, other gas mistaken for smoke, other	1	0.04%
651 - Smoke scare, odor of smoke	2	0.08%
733 - Smoke detector activation due to malfunction	2	0.08%
735 - Alarm system sounded due to malfunction	4	0.15%
736 - CO detector activation due to malfunction	1	0.04%
740 - Unintentional transmission of alarm, other	1	0.04%
743 - Smoke detector activation, no fire - unintentional	1	0.04%
745 - Alarm system activation, no fire - unintentional	7	0.27%
812 - Flood assessment	1	0.04%
900 - Special type of incident, other	1	0.04%
911 - Citizen complaint	1	0.04%

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Covington Fire Department  
 Address: 101 Tennessee Ave, Covington, TN,  
 38019



RESPONSE ZONE / INCIDENT TYPE (NFIRS)	NUMBER OF INCIDENTS	% OF THE TOAL CALLS
<b>District 4</b>	<b>289</b>	<b>11.13%</b>
112 - Fires in structure other than in a building	1	0.04%
113 - Cooking fire, confined to container	1	0.04%
118 - Trash or rubbish fire, contained	2	0.08%
141 - Forest, woods or wildland fire	1	0.04%
143 - Grass fire	1	0.04%
311 - Medical assist, assist EMS crew	42	1.62%
321 - EMS call, excluding vehicle accident with injury	163	6.28%
322 - Motor vehicle accident with injuries	8	0.31%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.04%
324 - Motor vehicle accident with no injuries.	4	0.15%
381 - Rescue or EMS standby	1	0.04%
412 - Gas leak (natural gas or LPG)	2	0.08%
445 - Arcing, shorted electrical equipment	1	0.04%
500 - Service Call, other	1	0.04%
512 - Ring or jewelry removal	1	0.04%
554 - Assist invalid	2	0.08%
561 - Unauthorized burning	1	0.04%
611 - Dispatched & canceled en route	19	0.73%
6111 - Cancelled on scene	3	0.12%
653 - Smoke from barbecue, tar kettle	1	0.04%
710 - Malicious, mischievous false call, other	1	0.04%
733 - Smoke detector activation due to malfunction	3	0.12%
735 - Alarm system sounded due to malfunction	4	0.15%
740 - Unintentional transmission of alarm, other	1	0.04%
742 - Extinguishing system activation	1	0.04%
743 - Smoke detector activation, no fire - unintentional	2	0.08%
744 - Detector activation, no fire - unintentional	1	0.04%
745 - Alarm system activation, no fire - unintentional	15	0.58%
812 - Flood assessment	2	0.08%

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 38019



RESPONSE ZONE / INCIDENT TYPE (NFIRS)	NUMBER OF INCIDENTS	% OF THE TOAL CALLS
900 - Special type of incident, other	3	0.12%
<b>District 5</b>	<b>234</b>	<b>9.01%</b>
111 - Building fire	3	0.12%
113 - Cooking fire, confined to container	1	0.04%
118 - Trash or rubbish fire, contained	1	0.04%
143 - Grass fire	1	0.04%
151 - Outside rubbish, trash or waste fire	1	0.04%
311 - Medical assist, assist EMS crew	28	1.08%
321 - EMS call, excluding vehicle accident with injury	158	6.09%
322 - Motor vehicle accident with injuries	3	0.12%
412 - Gas leak (natural gas or LPG)	6	0.23%
500 - Service Call, other	1	0.04%
511 - Lock-out	1	0.04%
522 - Water or steam leak	1	0.04%
611 - Dispatched & canceled en route	12	0.46%
6111 - Cancelled on scene	6	0.23%
622 - No incident found on arrival at dispatch address	1	0.04%
651 - Smoke scare, odor of smoke	3	0.12%
733 - Smoke detector activation due to malfunction	1	0.04%
736 - CO detector activation due to malfunction	1	0.04%
743 - Smoke detector activation, no fire - unintentional	1	0.04%
745 - Alarm system activation, no fire - unintentional	1	0.04%
900 - Special type of incident, other	1	0.04%
911 - Citizen complaint	2	0.08%
<b>District 6</b>	<b>677</b>	<b>26.08%</b>
111 - Building fire	3	0.12%
112 - Fires in structure other than in a building	1	0.04%
113 - Cooking fire, confined to container	1	0.04%
131 - Passenger vehicle fire	2	0.08%
140 - Natural vegetation fire, other	1	0.04%

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 Address: 101 Tennessee Ave, Covington, TN,  
 38019



RESPONSE ZONE / INCIDENT TYPE (NFIRS)	NUMBER OF INCIDENTS	% OF THE TOAL CALLS
151 - Outside rubbish, trash or waste fire	1	0.04%
160 - Special outside fire, other	1	0.04%
251 - Excessive heat, scorch burns with no ignition	1	0.04%
311 - Medical assist, assist EMS crew	85	3.27%
321 - EMS call, excluding vehicle accident with injury	405	15.60%
322 - Motor vehicle accident with injuries	8	0.31%
324 - Motor vehicle accident with no injuries.	9	0.35%
331 - Lock-in (if lock out , use 511 )	4	0.15%
381 - Rescue or EMS standby	1	0.04%
411 - Gasoline or other flammable liquid spill	1	0.04%
412 - Gas leak (natural gas or LPG)	5	0.19%
444 - Power line down	1	0.04%
500 - Service Call, other	7	0.27%
511 - Lock-out	1	0.04%
520 - Water problem, other	1	0.04%
551 - Assist police or other governmental agency	1	0.04%
552 - Police matter	2	0.08%
553 - Public service	2	0.08%
554 - Assist invalid	5	0.19%
611 - Dispatched & canceled en route	43	1.66%
6111 - Cancelled on scene	17	0.65%
622 - No incident found on arrival at dispatch address	9	0.35%
631 - Authorized controlled burning	1	0.04%
651 - Smoke scare, odor of smoke	1	0.04%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.04%
710 - Malicious, mischievous false call, other	2	0.08%
731 - Sprinkler activation due to malfunction	1	0.04%
733 - Smoke detector activation due to malfunction	8	0.31%
735 - Alarm system sounded due to malfunction	7	0.27%
740 - Unintentional transmission of alarm, other	8	0.31%

# Incidents Statics Detailed-copy

Covington Fire Department  
 Address: 101 Tennessee Ave, Covington, TN,  
 38019



RESPONSE ZONE / INCIDENT TYPE (NFIRS)	NUMBER OF INCIDENTS	% OF THE TOAL CALLS
743 - Smoke detector activation, no fire - unintentional	6	0.23%
745 - Alarm system activation, no fire - unintentional	18	0.69%
812 - Flood assessment	1	0.04%
900 - Special type of incident, other	4	0.15%
911 - Citizen complaint	1	0.04%
<b>District 7 - CFD County Coverage Area</b>	<b>138</b>	<b>5.32%</b>
111 - Building fire	6	0.23%
112 - Fires in structure other than in a building	1	0.04%
117 - Commercial Compactor fire, confined to rubbish	1	0.04%
118 - Trash or rubbish fire, contained	2	0.08%
122 - Fire in motor home, camper, recreational vehicle	1	0.04%
131 - Passenger vehicle fire	6	0.23%
132 - Road freight or transport vehicle fire	1	0.04%
141 - Forest, woods or wildland fire	2	0.08%
142 - Brush or brush-and-grass mixture fire	5	0.19%
143 - Grass fire	8	0.31%
151 - Outside rubbish, trash or waste fire	1	0.04%
162 - Outside equipment fire	1	0.04%
171 - Cultivated grain or crop fire	1	0.04%
311 - Medical assist, assist EMS crew	12	0.46%
321 - EMS call, excluding vehicle accident with injury	24	0.92%
322 - Motor vehicle accident with injuries	10	0.39%
324 - Motor vehicle accident with no injuries.	6	0.23%
341 - Search for person on land	1	0.04%
352 - Extrication of victim(s) from vehicle	1	0.04%
412 - Gas leak (natural gas or LPG)	2	0.08%
441 - Heat from short circuit (wiring), defective/worn	1	0.04%
444 - Power line down	1	0.04%
554 - Assist invalid	2	0.08%
561 - Unauthorized burning	2	0.08%

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Covington Fire Department  
 Address: 101 Tennessee Ave, Covington, TN,  
 38019



RESPONSE ZONE / INCIDENT TYPE (NFIRS)	NUMBER OF INCIDENTS	% OF THE TOAL CALLS
611 - Dispatched & canceled en route	22	0.85%
6111 - Cancelled on scene	1	0.04%
622 - No incident found on arrival at dispatch address	1	0.04%
631 - Authorized controlled burning	2	0.08%
710 - Malicious, mischievous false call, other	2	0.08%
711 - Municipal alarm system, malicious false alarm	1	0.04%
733 - Smoke detector activation due to malfunction	1	0.04%
735 - Alarm system sounded due to malfunction	1	0.04%
736 - CO detector activation due to malfunction	1	0.04%
743 - Smoke detector activation, no fire - unintentional	1	0.04%
744 - Detector activation, no fire - unintentional	1	0.04%
745 - Alarm system activation, no fire - unintentional	2	0.08%
746 - Carbon monoxide detector activation, no CO	1	0.04%
812 - Flood assessment	1	0.04%
900 - Special type of incident, other	1	0.04%
911 - Citizen complaint	1	0.04%
<b>ESN 403 Gilt Edge</b>	<b>3</b>	<b>0.12%</b>
111 - Building fire	2	0.08%
611 - Dispatched & canceled en route	1	0.04%
<b>ESN 404 Garland</b>	<b>2</b>	<b>0.08%</b>
111 - Building fire	1	0.04%
611 - Dispatched & canceled en route	1	0.04%
<b>ESN 407 Brighton Outside City</b>	<b>13</b>	<b>0.50%</b>
111 - Building fire	6	0.23%
143 - Grass fire	1	0.04%
321 - EMS call, excluding vehicle accident with injury	1	0.04%
322 - Motor vehicle accident with injuries	2	0.08%
611 - Dispatched & canceled en route	3	0.12%
<b>ESN 408 Brighton City Limit</b>	<b>4</b>	<b>0.15%</b>

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 38019



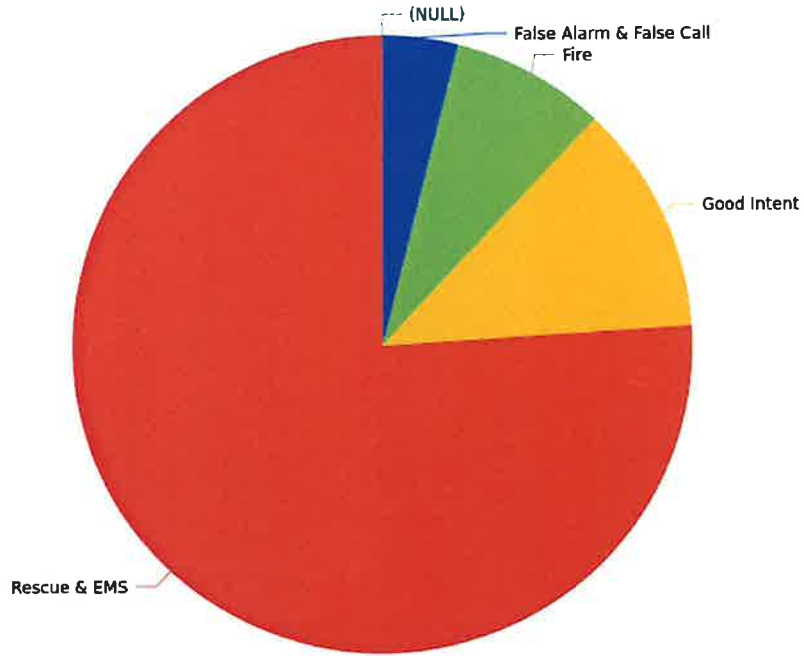
RESPONSE ZONE / INCIDENT TYPE (NFIRS)	NUMBER OF INCIDENTS	% OF THE TOAL CALLS
311 - Medical assist, assist EMS crew	1	0.04%
611 - Dispatched & canceled en route	3	0.12%
<b>ESN 409 Three Star</b>	<b>8</b>	<b>0.31%</b>
111 - Building fire	1	0.04%
611 - Dispatched & canceled en route	6	0.23%
735 - Alarm system sounded due to malfunction	1	0.04%
<b>ESN 410 Mason Outside City</b>	<b>7</b>	<b>0.27%</b>
111 - Building fire	1	0.04%
123 - Fire in portable building, fixed location	1	0.04%
322 - Motor vehicle accident with injuries	1	0.04%
324 - Motor vehicle accident with no injuries.	1	0.04%
611 - Dispatched & canceled en route	2	0.08%
6111 - Cancelled on scene	1	0.04%
<b>ESN 411 Mason City Limits</b>	<b>1</b>	<b>0.04%</b>
651 - Smoke scare, odor of smoke	1	0.04%
<b>ESN 412 Charleston</b>	<b>13</b>	<b>0.50%</b>
111 - Building fire	2	0.08%
131 - Passenger vehicle fire	1	0.04%
137 - Camper or recreational vehicle (RV) fire	1	0.04%
142 - Brush or brush-and-grass mixture fire	2	0.08%
321 - EMS call, excluding vehicle accident with injury	1	0.04%
322 - Motor vehicle accident with injuries	1	0.04%
611 - Dispatched & canceled en route	4	0.15%
671 - HazMat release investigation w/no HazMat	1	0.04%
<b>Outside of Tipton County</b>	<b>1</b>	<b>0.04%</b>
111 - Building fire	1	0.04%
<b>Total</b>	<b>2596</b>	<b>100.00%</b>

Description: A report of all calls by type



Incidents Statics Summary

JAN - 1 - 22



RESPONSE ZONE / INCIDENT TYPE SERIES NAME (NFIRS)	NUMBER OF INCIDENTS	% OF THE TOAL CALLS
<b>District 1</b>	<b>1</b>	<b>4.00%</b>
(NULL)		0.00%
Rescue & EMS	1	4.00%
<b>District 2</b>	<b>8</b>	<b>32.00%</b>
(NULL)		0.00%
False Alarm & False Call	1	4.00%
Rescue & EMS	7	28.00%
<b>District 3</b>	<b>3</b>	<b>12.00%</b>
(NULL)		0.00%
Fire	1	4.00%
Rescue & EMS	2	8.00%
<b>District 4</b>	<b>5</b>	<b>20.00%</b>

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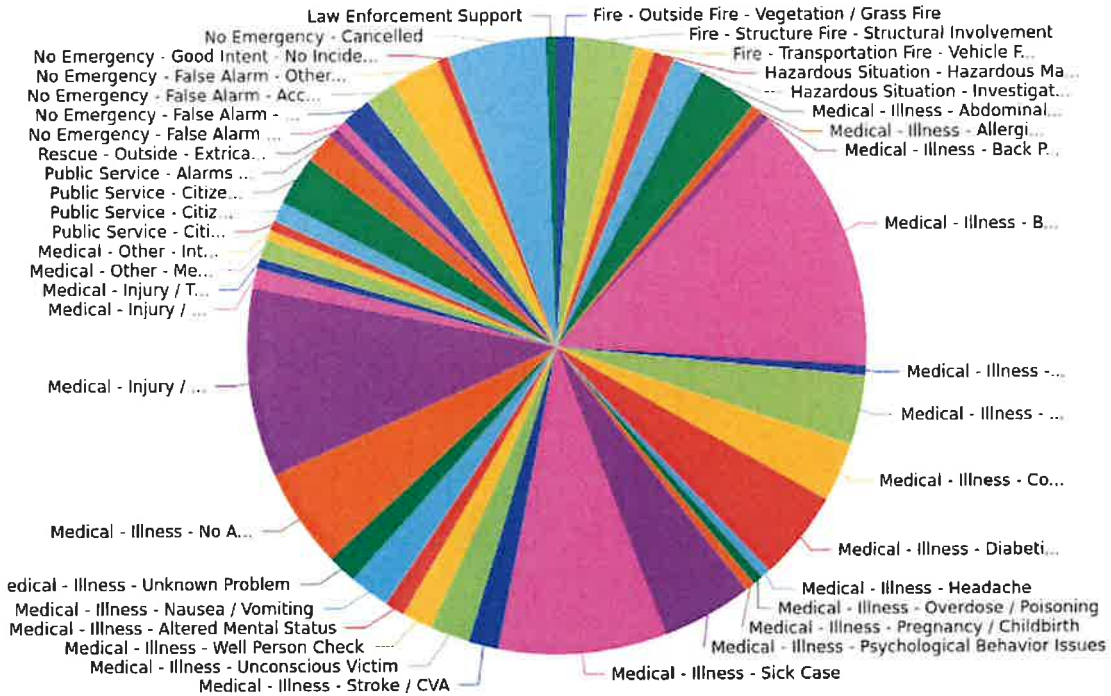
RESPONSE ZONE / INCIDENT TYPE SERIES NAME (NFIRS)	NUMBER OF INCIDENTS	% OF THE TOAL CALLS
(NULL)		0.00%
Good Intent	3	12.00%
Rescue & EMS	2	8.00%
<b>District 5</b>	<b>1</b>	<b>4.00%</b>
(NULL)		0.00%
Rescue & EMS	1	4.00%
<b>District 6</b>	<b>3</b>	<b>12.00%</b>
(NULL)		0.00%
Rescue & EMS	3	12.00%
<b>District 7 - CFD County Coverage Area</b>	<b>4</b>	<b>16.00%</b>
(NULL)		0.00%
Fire	1	4.00%
Rescue & EMS	3	12.00%
<b>ESN 412 Charleston</b>		<b>0.00%</b>
(NULL)		0.00%
<b>Total</b>	<b>25</b>	<b>100.00%</b>

**Description:** A report of all calls by type



Incident Statistics Detailed NERIS

Jan 22 - Feb 18<sup>th</sup>



RESPONSE ZONE / PRIMARY INCIDENT TYPE	NUMBER OF INCIDENTS	% OF THE TOTAL OF CALLS
<b>District 1</b>	<b>18</b>	<b>9.38%</b>
Medical - Illness - Back Pain (Non-Trauma)	1	0.52%
Medical - Illness - Breathing Problems	1	0.52%
Medical - Illness - Chest Pain (Non-Trauma)	2	1.04%
Medical - Illness - Diabetic Problems	1	0.52%
Medical - Illness - Psychological Behavior Issues	2	1.04%
Medical - Illness - Sick Case	2	1.04%

# Incident Statistics Detailed NERIS

Covington Fire Department  
 Address: 101 Tennessee Ave, Covington, TN, 38019



RESPONSE ZONE / PRIMARY INCIDENT TYPE	NUMBER OF INCIDENTS	% OF THE TOTAL OF CALLS
Medical - Illness - Well Person Check	1	0.52%
Medical - Illness - Unknown Problem	1	0.52%
Medical - Injury / Trauma - Fall	1	0.52%
Medical - Injury / Trauma - Hemorrhage / Laceration	1	0.52%
Public Service - Alarms (Non Medical) - Fire / Smoke Alarm	2	1.04%
No Emergency - False Alarm - Other False Call	2	1.04%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	1	0.52%
<b>District 2</b>	<b>63</b>	<b>32.81%</b>
Fire - Structure Fire - Structural Involvement	1	0.52%
Hazardous Situation - Hazardous Materials - Carbon Monoxide Release	1	0.52%
Medical - Illness - Abdominal Pain / Problems	3	1.56%
Medical - Illness - Breathing Problems	10	5.21%
Medical - Illness - Cardiac Arrest	1	0.52%
Medical - Illness - Chest Pain (Non-Trauma)	1	0.52%
Medical - Illness - Convulsions / Seizures	1	0.52%
Medical - Illness - Diabetic Problems	6	3.13%
Medical - Illness - Headache	1	0.52%
Medical - Illness - Psychological Behavior Issues	3	1.56%

# Incident Statistics Detailed NERIS

Covington Fire Department  
 Address: 101 Tennessee Ave, Covington, TN, 38019



RESPONSE ZONE / PRIMARY INCIDENT TYPE	NUMBER OF INCIDENTS	% OF THE TOTAL OF CALLS
Medical - Illness - Sick Case	8	4.17%
Medical - Illness - Stroke / CVA	1	0.52%
Medical - Illness - Unconscious Victim	2	1.04%
Medical - Illness - Nausea / Vomiting	1	0.52%
Medical - Illness - No Appropriate Choice	2	1.04%
Medical - Injury / Trauma - Fall	8	4.17%
Medical - Other - Medical Alarm	2	1.04%
Public Service - Citizen Assist - Citizen Assist / Service Call	1	0.52%
Public Service - Citizen Assist - Lift Assist	5	2.60%
Rescue - Outside - Extrication / Entrapped	1	0.52%
No Emergency - False Alarm - Malfunctioning Alarm	1	0.52%
No Emergency - False Alarm - Accidental Alarm	1	0.52%
No Emergency - Cancelled	2	1.04%
<b>District 3</b>	<b>7</b>	<b>3.65%</b>
Medical - Illness - Breathing Problems	1	0.52%
Medical - Illness - Convulsions / Seizures	1	0.52%
Medical - Illness - Stroke / CVA	1	0.52%
Medical - Illness - Unconscious Victim	1	0.52%
Medical - Injury / Trauma - Motor Vehicle Collision	1	0.52%

# Incident Statistics Detailed NERIS

Covington Fire Department  
 Address: 101 Tennessee Ave, Covington, TN, 38019



RESPONSE ZONE / PRIMARY INCIDENT TYPE	NUMBER OF INCIDENTS	% OF THE TOTAL OF CALLS
No Emergency - False Alarm - Malfunctioning Alarm	1	0.52%
No Emergency - False Alarm - Accidental Alarm	1	0.52%
<b>District 4</b>	<b>22</b>	<b>11.46%</b>
Hazardous Situation - Investigation - Odor	2	1.04%
Medical - Illness - Allergic Reaction / Stings	1	0.52%
Medical - Illness - Breathing Problems	4	2.08%
Medical - Illness - Convulsions / Seizures	1	0.52%
Medical - Illness - Psychological Behavior Issues	2	1.04%
Medical - Illness - Sick Case	3	1.56%
Medical - Illness - Altered Mental Status	1	0.52%
Medical - Illness - Nausea / Vomiting	1	0.52%
Medical - Illness - Unknown Problem	1	0.52%
Medical - Illness - No Appropriate Choice	2	1.04%
Medical - Injury / Trauma - Fall	2	1.04%
No Emergency - Cancelled	1	0.52%
Law Enforcement Support	1	0.52%
<b>District 5</b>	<b>19</b>	<b>9.90%</b>
Hazardous Situation - Hazardous Materials - Carbon Monoxide Release	1	0.52%
Medical - Illness - Breathing Problems	3	1.56%

# Incident Statistics Detailed NERIS

Covington Fire Department  
 Address: 101 Tennessee Ave, Covington, TN,  
 38019



RESPONSE ZONE / PRIMARY INCIDENT TYPE	NUMBER OF INCIDENTS	% OF THE TOTAL OF CALLS
Medical - Illness - Chest Pain (Non-Trauma)	2	1.04%
Medical - Illness - Convulsions / Seizures	1	0.52%
Medical - Illness - Diabetic Problems	1	0.52%
Medical - Illness - Psychological Behavior Issues	2	1.04%
Medical - Illness - Sick Case	3	1.56%
Medical - Illness - Nausea / Vomiting	1	0.52%
Medical - Illness - No Appropriate Choice	2	1.04%
Public Service - Citizen Assist - Citizen Assist / Service Call	1	0.52%
No Emergency - False Alarm - Intentional False Alarm	1	0.52%
No Emergency - Cancelled	1	0.52%
<b>District 6</b>	<b>46</b>	<b>23.96%</b>
Medical - Illness - Abdominal Pain / Problems	3	1.56%
Medical - Illness - Breathing Problems	8	4.17%
Medical - Illness - Chest Pain (Non-Trauma)	2	1.04%
Medical - Illness - Convulsions / Seizures	2	1.04%
Medical - Illness - Diabetic Problems	1	0.52%
Medical - Illness - Overdose / Poisoning	1	0.52%
Medical - Illness - Pregnancy / Childbirth	1	0.52%

# Incident Statistics Detailed NERIS

Covington Fire Department  
 Address: 101 Tennessee Ave, Covington, TN, 38019



RESPONSE ZONE / PRIMARY INCIDENT TYPE	NUMBER OF INCIDENTS	% OF THE TOTAL OF CALLS
Medical - Illness - Sick Case	1	0.52%
Medical - Illness - Unconscious Victim	1	0.52%
Medical - Illness - Well Person Check	2	1.04%
Medical - Illness - Altered Mental Status	1	0.52%
Medical - Illness - Nausea / Vomiting	1	0.52%
Medical - Illness - Unknown Problem	1	0.52%
Medical - Illness - No Appropriate Choice	4	2.08%
Medical - Injury / Trauma - Fall	7	3.65%
Public Service - Alarms (Non Medical) - Fire / Smoke Alarm	1	0.52%
No Emergency - False Alarm - Malfunctioning Alarm	1	0.52%
No Emergency - False Alarm - Accidental Alarm	1	0.52%
No Emergency - False Alarm - Other False Call	2	1.04%
No Emergency - Cancelled	5	2.60%
<b>District 7 - CFD County Coverage Area</b>	<b>15</b>	<b>7.81%</b>
Fire - Outside Fire - Vegetation / Grass Fire	2	1.04%
Fire - Structure Fire - Structural Involvement	3	1.56%
Fire - Transportation Fire - Vehicle Fire - Passenger	2	1.04%
Hazardous Situation - Investigation - Odor	1	0.52%

# Incident Statistics Detailed NERIS

Covington Fire Department  
 Address: 101 Tennessee Ave, Covington, TN,  
 38019



RESPONSE ZONE / PRIMARY INCIDENT TYPE	NUMBER OF INCIDENTS	% OF THE TOTAL OF CALLS
Medical - Illness - Stroke / CVA	1	0.52%
Medical - Injury / Trauma - Fall	1	0.52%
Medical - Injury / Trauma - Motor Vehicle Collision	1	0.52%
Medical - Other - Intercept Other Unit	1	0.52%
Public Service - Citizen Assist - Person In Distress	1	0.52%
No Emergency - False Alarm - Other False Call	1	0.52%
No Emergency - Cancelled	1	0.52%
<b>ESN 403 Gilt Edge</b>	<b>1</b>	<b>0.52%</b>
Fire - Structure Fire - Structural Involvement	1	0.52%
<b>ESN 407 Brighton Outside City</b>	<b>1</b>	<b>0.52%</b>
Fire - Structure Fire - Structural Involvement	1	0.52%
<b>Total</b>	<b>192</b>	<b>100.00%</b>

# Yearly Totals

Year  
2026

Total

\$59,025.00

Total: \$59,025.00

City Of Covington  
 Statement of Expenditures and Encumbrances  
 January 2026

Fund : 110 Monthly Comparative: 58.33%

Obj	CC	Sub Obj	Adjusted Budget	MTD Expenditures	YTD Expenditures	Outstanding Encumbrances	Uncumbered Bal	% Used
<b>42200</b>		<b>Fire Protection And Control</b>						
111		Salaries	(1,768,680.00)	164,798.80	961,657.73	0.00	(807,022.27)	54.37%
112		overtime	(178,830.00)	35,383.27	125,555.41	0.00	(53,274.59)	70.21%
132		In Service Training-Fire	(21,600.00)	0.00	0.00	0.00	(21,600.00)	0.00%
148		Employee Education And Trainin	(35,000.00)	882.76	21,474.75	0.00	(13,525.25)	61.36%
162		Volunteer Firemen	(13,000.00)	0.00	772.00	0.00	(12,228.00)	5.94%
216		Radio Services	(3,000.00)	0.00	1,201.74	0.00	(1,798.26)	40.06%
235		Memberships, Reg Fees, And Tui	(5,500.00)	290.00	1,315.34	0.00	(4,184.66)	23.92%
236		Fire Prev Week Expenditures	(3,500.00)	0.00	3,349.59	0.00	(150.41)	95.70%
239		Attendance on Demand - Time System	(3,000.00)	0.00	1,464.50	0.00	(1,535.50)	48.82%
241		Electric	(24,000.00)	1,738.63	12,544.75	0.00	(11,455.25)	52.27%
242		Water	(2,800.00)	257.89	1,592.54	0.00	(1,207.46)	56.88%
243		Sewer	(2,300.00)	222.70	1,277.93	0.00	(1,022.07)	55.56%
244		Gas	(4,000.00)	1,266.38	1,871.05	0.00	(2,128.95)	46.78%
245		Telephone And Telegraph	(5,000.00)	542.81	4,306.12	0.00	(693.88)	86.12%
248		Cable	(1,400.00)	114.30	830.10	0.00	(569.90)	59.29%
249		Garbage	(2,400.00)	210.00	1,451.42	0.00	(948.58)	60.48%
250		Network	(23,000.00)	1,925.45	13,449.75	0.00	(9,550.25)	58.48%
261		Repair And Maint Motor Vehicle	(22,000.00)	1,932.56	20,072.72	0.00	(1,927.28)	91.24%
266		Repair & Maintenance Buildings	(20,000.00)	1,007.94	11,092.48	0.00	(8,907.52)	55.46%
297		Tipton County - Central Disp	(28,500.00)	0.00	0.00	0.00	(28,500.00)	0.00%
322		Chemical, Lab And Medical Supp	(13,000.00)	445.60	5,484.17	0.00	(7,515.83)	42.19%
326		Clothing And Uniforms	(24,000.00)	0.00	7,667.29	0.00	(16,332.71)	31.95%
327		Structural Turnout Gear	(33,000.00)	0.00	2,374.05	0.00	(30,625.95)	7.19%
329		Other Operating Supplies	(27,700.00)	1,070.24	8,434.75	0.00	(19,265.25)	30.45%
331		Gas, Oil, Diesel Fuel, Etc.	(18,000.00)	870.63	4,232.00	0.00	(13,768.00)	23.51%
944		Transportation Equipment	(151,000.00)	9,637.02	16,154.94	0.00	(134,845.06)	10.70%
945		Communication Equipment	(8,000.00)	0.00	2,308.50	0.00	(5,691.50)	28.86%
948		Computer Equipment	(28,000.00)	0.00	16,051.90	0.00	(11,948.10)	57.33%
949		Other Machinery And Equipment	(16,000.00)	4,063.06	10,263.63	0.00	(5,736.37)	64.15%
<b>Total 42200</b>		<b>Fire Protection And Control</b>	<b>(2,486,210.00)</b>	<b>226,660.04</b>	<b>1,258,251.15</b>	<b>0.00</b>	<b>(1,227,958.85)</b>	<b>50.61%</b>

Fund : 110 Monthly Comparative: 58.33%

Obj	CC	Sub Obj	Adjusted Budget	MTD Expenditures	YTD Expenditures	Outstanding Encumbrances	Unencumbered Bal	% Used
<b>42220</b>		<b>Outside Fire Expenditures</b>						
111		Salaries Outside Fire	(40,800.00)	0.00	11,749.98	0.00	(29,050.02)	28.80%
132		In Service Training	(6,000.00)	0.00	0.00	0.00	(6,000.00)	0.00%
148		Employee Education & Training	(8,000.00)	0.00	0.00	0.00	(8,000.00)	0.00%
162		Volunteer Fireman Outside Fire	(3,000.00)	0.00	82.80	0.00	(2,917.20)	2.76%
261		Repair & Maintenance - Vehicle	(23,000.00)	672.38	7,873.22	0.00	(15,126.78)	34.23%
327		Turnout Gear	(12,000.00)	0.00	0.00	0.00	(12,000.00)	0.00%
329		Other Operating Supplies	(5,000.00)	1,190.26	3,620.17	0.00	(1,379.83)	72.40%
331		Gas,Oil,Fuel, Etc Outside Fire	(10,000.00)	481.39	3,766.30	0.00	(6,233.70)	37.66%
944		Transportation Equipment	(14,675.00)	0.00	14,674.99	0.00	(0.01)	100.00%
949		Other Machinery & Equipment	(12,000.00)	0.00	3,530.90	0.00	(8,469.10)	29.42%
		<b>Total 42220 Outside Fire Expenditures</b>	<b>(134,475.00)</b>	<b>2,344.03</b>	<b>45,298.36</b>	<b>0.00</b>	<b>(89,176.64)</b>	<b>33.69%</b>
		<b>Total For Fund: 110</b>	<b>(2,620,685.00)</b>	<b>229,004.07</b>	<b>1,303,549.51</b>	<b>0.00</b>	<b>(1,317,135.49)</b>	<b>49.74%</b>

## **Fire Department Free-Time Policy**

### **Purpose:**

To establish guidelines that allow firefighters to designate free time while ensuring operational readiness, completion of required duties, and ongoing supervision.

### **1. Policy Overview**

Firefighters are permitted to engage in approved free-time activities after 1700 hours on weekdays and at any time on weekends and holidays, provided all required duties have been completed and the company officer grants approval.

### **2. Conditions for Eligibility**

Free time may be authorized only when the following conditions are met:

- All scheduled training for the shift or day must be completed
- All assigned reports, inspections, public education tasks, and administrative responsibilities for the day must be finalized.
- Daily station duties, including cleaning, apparatus checks, and equipment maintenance—must be completed to the company officer's satisfaction.
- Operational Readiness Maintained
- Turnout gear must remain readily accessible.
- Members must remain in-service, ready to respond immediately to emergency calls.

### **3. Approval Process**

- Free time must be requested from and approved by the company officer.
- The company officer retains full discretion based on staffing, call volume, department needs, or special assignments.
- Approval may be revoked at any time if department operations require it.

#### **4. Acceptable Free-Time Activities**

Free-time activities may include:

- Non-disruptive activities approved by the officer
- Activities must not interfere with emergency response, crew cohesion, or the professional environment of the firehouse.
- To include washing personal vehicles
- Minor maintenance to personal property.

#### **5. Restrictions**

- Members must remain on station grounds unless specific permission to leave is granted.
- Activities must comply with all department rules, SOPs, and conduct expectations.
- No activity may compromise safety, public trust, or the ability to respond.

#### **6. Enforcement**

Failure to comply with this policy may result in revocation of free-time privileges and/or disciplinary action as outlined in departmental procedures.



## Fire Inspector Report

This report outlines the activities and contributions of the Fire Inspector for the year 2025, highlighting the total number of key inspections provided to ensure public safety and regulatory compliance.

### **Annual Fire Inspections:**

- **51** Annual Fire Inspections completed. These inspections are crucial for identifying fire hazards, ensuring fire safety measures are in place, and promoting compliance with fire safety regulations.

### **Business Fire & Life Safety Inspections for Certificate of Occupancy or Beer Permits:**

- Completed **53** inspections of businesses aimed at ensuring Fire and Life Safety measures were in place before opening to the public and/or allowing for beer permits.
- Completed **16** Final Inspections or Re-Inspections- A final inspection for a business is a thorough evaluation to ensure compliance with fire safety codes, typically conducted before occupancy or after renovations, covering areas like exits, alarms, sprinklers, and documentation to prevent hazards and enable safe operations. The process involves scheduling, on-site walkthroughs, identifying issues, making corrections, and obtaining final approval. Furthermore, key checks also include emergency lighting, fire suppression systems, and occupant load postings.

### **Commercial Vent-A-Hood Construction/ Hood Suppression Inspections:**

- Completed **8** total commercial vent-a-hood inspections, ensuring the system effectively removes grease, smoke, and heat to prevent dangerous buildup, while also verifying functionality of the integrated fire suppression system for rapid fire containment and ensuring compliance with stringent fire and health codes, protecting staff, customers, and property.

### **Plans Review:**

- Weekly Plans Review for new construction and/or renovations. This process verifies that construction documents comply with fire, life safety, and building codes.
- Weekly On-site Construction Progress Inspections-
- Monthly Planning Commission Meetings

### **Pre-planning Tours: 15**

Planned and conducted tours of construction sites for all firefighter personnel during construction phases to understand firefighting tactics and highlight the dangers involved with large residential and commercial structures- Covington Elementary/Middle Schools, Oak Row Apartments, Town Square Town Homes, Covington Country Club, and the 797 Distillery.



## 2025 Annual OSHA Safety Officer Report

In 2025, the newly formed City of Covington Safety Council advanced workplace safety through collaborative efforts and monthly meetings starting in May 2025. As the OSHA Compliance Officer, I assisted in leading in-house training initiatives, achieving compliance, reducing workplace injuries, and achieving cost savings by avoiding third-party vendors. This report highlights the Council's importance, meeting impacts, and the Fire Inspector's contributions.

**Importance of the Safety Council-** Established in early 2025, the Council unites departments to promote a safety-first culture by ensuring OSHA compliance, risk mitigation, and incident/close call investigation of workplace injuries. For a growing city like Covington, this team addresses several challenges while fostering long-term sustainability. **Key benefits:**

- Reduces liabilities and hazards in municipal operations.
- Boosts employee morale and productivity.
- Optimizes resources via shared best practices.
- Enhances public safety in infrastructure and services.

**Impact of Monthly Meetings (May–December 2025)-** Held on the third Thursday of each month, these sessions (avg. 8-10 members) reviewed incidents, updated emergency procedures, and took part in planned safety training. These meetings shifted safety from reactive to proactive, with noticeable safety improvements. **Outcomes:**

- Incident reduction (e.g., fewer minor injuries).
- Increase in safety participation.
- Learned TOSHA facility inspections.
- Promoted cross-departmental cooperation and proactive hazard resolution.

**Role and Impact of the OSHA Compliance Officer-** In January 2025, I spearheaded the Safety Council formation and operations. **Key contributions:**

- I designed **8** in-house OSHA classes (e.g., *fire extinguisher training, lockout/tagout*) and provided training to the Safety Committee, saving \$3,000–\$5,000 by producing classes internally vs. vendor costs (\$350–\$650/session).
- Initiated Safety Committee Facility Inspection Training for TOSHA compliance in all city-owned buildings.
- Empowered proactive hazard reporting, positioning Covington as a safety model.

### Recommendations for 2026:

- Request for funds from each department to enhance training.
- Invite an OSHA speaker to a meeting.
- Implement an onboarding program and digital certification tracking.
- Conduct annual safety audits.

In summary, the Safety Council's 2025 efforts, driven by my leadership and the autonomy bestowed upon me by Director Cody Bumpas, enhanced safety and efficiency, saving costs while protecting employees.

SAFE HAVEN BABY BOXES

# SAFE HAVEN BABY BOXES 2025 INFORMATIONAL PACKET

Thank you so much for your interest in Safe Haven Baby Boxes! We are so grateful for your interest in bringing our mission to your community. We dream of Safe Haven Baby Boxes in all 50 states. Your help makes this dream possible! The complete process of obtaining a Baby Box for your community is detailed in this packet.

**CHECK OUT OUR PSA  
(click below):**

**[Safe Haven Baby Boxes PSA](#)**



ESTABLISHED IN 2015

FOUNDED BY MONICA KELSEY

# ABOUT US



Monica Kelsey founded Safe Haven Baby Boxes in 2015 after an inspiring trip to South Africa. During this trip, Monica saw a Baby Box in action and saw how it provided a safety net for parents in crisis. Monica made it her mission to help parents in crisis. The first step is raising awareness and educating the public about the Safe Haven laws.

Safe Haven Baby Boxes is the only organization providing anonymity. We make it possible to safely surrender an infant with complete anonymity. Illegal abandonments show us that mothers are seeking to keep their identity secret. We work to rewrite the story by giving mothers and innocent infants a better chance. The infant will go through a closed adoption. The birth parents are free from prosecution and know their infant is safe.

Our organization staffs a 24 Hour National Crisis Hotline, 1-866-99BABY1. The hotline has provided counseling for over 7000 callers from all over the United States. This service has led to over 150 babies surrendered at Safe Haven locations and 49 babies thus far surrendered in a Baby Box.

# HOW DO THE BABY BOXES WORK?

The Safe Haven Baby Box is a state-of-the-art device. It legally permits a mother in crisis to safely, securely, and anonymously surrender her newborn.



The baby box is a temperature-controlled safety device provided for under a state's Safe Haven Law. The box is installed on the exterior wall of a firehouse or hospital.

Before the box is active, tests occur at every stage of design, development, and deployment. It features multiple alarms in the device which alert first responders of a surrender. The box's alarms are tested weekly to ensure there will be no failures. None of these alarm systems have ever failed. The staff responsible for the box is trained on how the device operates.

The parent opens the door to the Baby Box, which triggers a silent alarm and a call goes to 911 dispatch. The infant is placed in a medical bassinet. A sensor located on the inside of the box triggers a second 911 dispatch call. The exterior door automatically locks upon the placement of a newborn. Within five minutes the infant will be rescued by first responders. An interior door allows a medical staff member to secure the surrendered newborn from inside the designated building. The infant will be quickly taken to the hospital for medical evaluation.

It provides the community the opportunity to proactively save the lives of children since many are not aware of the Safe Haven Law.

Lack of knowledge about the law and prohibiting anonymity has historically produced catastrophic and devastating results of babies being abandoned.

Many women in crisis want and need anonymity when surrendering an infant, either because of fear of being recognized, the stigma associated with the surrender, or fear of prosecution due to the lack of knowledge and misunderstanding of the Safe Haven law.



## WHY DO COMMUNITIES NEED A BABY BOX?

The Baby Box is tangible, and the Safe Haven law is not. By having a Baby Box in the community, you are providing an opportunity to further educate about the law.

We hope and pray for a face-to-face surrender as it benefits both the mother and infant. The Safe Haven Baby Box hotline provides counseling to women in crisis and only suggests the Baby Box when it is the last option.

# Road to Active Baby Box

Baby Box goes live and available to aid infants with parents in crisis.

Alarm is set up and tested. It must reach 7 successful days of consecutive testing.

Training for Safe Haven Baby Box provider personnel.

Baby Box Unveiling and Blessing occurs.

Baby Box delivered and installed by licensed contractor.

Baby Box order is placed and approximately 4 weeks later the box is produced. During this time the location will search for a licensed contractor to install the box and an alarm system company.

Contract for SHBB is reviewed by attorney and fundraising begins.

Contract (Lease and Service Agreement) is signed with location and initial fee is sent to SHBB.

Meet with your community leaders, fire station, or hospital administration to review the Safe Haven Baby Box Program.



# THIRD PARTY DONATION SOLICITATION POLICIES

Safe Haven Baby Boxes Inc. (SHBB) appreciates individuals and organizations as they solicit donations to benefit its programs and services. Any individual or organization (outside of Safe Haven Baby Boxes Inc.) that organizes and hosts an event, promotion, sale, or donation drive on behalf of Safe Haven Baby Boxes Inc. is defined as a “third-party fundraiser.”

Prior to Collection of Donations:

1. The third-party fundraiser is not allowed to solicit for donations without acknowledgement from Safe Haven Baby Boxes AND local leaders, such as the mayor, fire chief, council member, and/or hospital administrator/staff. The third-party fundraiser should notify Safe Haven Baby Boxes via email or mail with intent to solicit donations in advance of the proposed start date.
2. The third-party fundraiser will not personally collect any donations. All donations should be sent directly to SHBB. Upon acknowledgement from a SHBB representative of the intent to campaign for donations, the third-party fundraiser will be provided a link for online donations specific to the fundraiser's campaign.
3. The third-party fundraiser is responsible for providing donation instructions to solicited donors.
4. The third-party fundraiser is responsible for expenses associated with printing and promotion of the donation solicitation.

5. The third-party fundraiser is not a representative of Safe Haven Baby Boxes and should not claim to be.
6. Safe Haven Baby Boxes retains the right to decline any solicitation activity if it conflicts with its mission or other fundraising efforts.
7. The third-party event organizers should not provide tax advice to third-party event contributors. Organizers should refer individuals to tax or legal counsel for information.
8. The third-party fundraiser may not keep any portion of a donation as profit or compensation for organizing the campaign.
9. The third-party fundraiser or anyone associated with the event cannot set up a temporary bank account in his/her name or Safe Haven Baby Boxes name for the collection of donations.
10. Safe Haven Baby Boxes, Inc. may only issue tax receipts for checks made payable to "Safe Haven Baby Boxes" or donations paid online at [www.shbb.org](http://www.shbb.org) or designated link for campaign.
11. The third-party fundraiser must submit all publicity and promotional material containing Safe Haven Baby Boxes name and/or logo to Safe Haven Baby Boxes Fundraising Department for review and approval prior to publication and distribution of these materials. Please allow Safe Haven Baby Boxes staff ten (10) business days to review these materials. PLEASE NOTE: Third-party donation campaigns that are approved by Safe Haven Baby Boxes may be advertised on Safe Haven Baby Boxes website and/or social media sites.

12. The third-party fundraiser cannot advertise locations of future baby box installations (i.e. address of fire station or hospital).

13. Promotional materials that use Safe Haven Baby Boxes name should incorporate the following statement: "Proceeds to benefit Safe Haven Baby Boxes Inc."

14. The third-party fundraiser agrees not to use Safe Haven Baby Boxes' tax exemption in any manner or as part of the donation campaign, nor will the third-party represent any rights or privileges of tax exemption to the public, nor will the third-party state that any portion of the purchase price for any goods or services at the event is tax deductible for charitable purposes.

15. Prior to starting a fundraising campaign, please send [SHBB@SafeHavenBabyBoxes.com](mailto:SHBB@SafeHavenBabyBoxes.com) your fundraising campaign plan for approval.



Any additional funds raised will remain in your community promoting your local Safe Haven Baby Box. A bill board campaign will raise awareness for safe surrender and include our National Crisis Hotline number.

Please keep in mind that all donations that are solicited for a Safe Haven Baby Box must be sent to SHBB to be used for your city's baby box and/or marketing and education. If your fundraising efforts exceed the amount needed, per the IRS guidelines, this money has to be sent to SHBB. Sending money raised for a Safe Haven Baby Box to another entity is a direct violation of IRS guidelines.

Safe Haven Baby Boxes name and logo are a registered trademark. Any use of these would need SHBB approval. For questions or more information on third-party donation solicitation, please contact a Safe Haven Baby Boxes representative at 1-888-742-2133 or [shbb@safehavenbabyboxes.com](mailto:shbb@safehavenbabyboxes.com). Thank you very much for your interest in supporting Safe Haven Baby Boxes programs and services!

**By signing below, you understand SHBB fundraising policy and will ensure that the funds are handled according to this policy.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Donation for a Safe Haven Baby Box located in

\_\_\_\_\_ Amount needed: \_\_\_\_\_

Mail check to:  
SHBB  
PO Box 185  
Woodburn, IN 46797

Once a check is received you will receive a letter from SHBB for you to use for tax purposes. SHBB is a registered 501(c)3 nonprofit organization by the IRS so all donations are tax-deductible. Thank you for your support!

# Safe Haven Baby Boxes Policies and Procedures for Association with Foster Care and/or Adoption Agencies

## Purpose of Policy

Safe Haven Baby Boxes (SHBB) is a registered 501(c) 3 charitable organization whose express mission is to save babies from illegal abandonment and provide a truly anonymous option for surrendering parents in accordance with each individual state's statutes.

Safe Haven Baby Boxes is not a governmental agency and is not involved in the infant's care and placement process following the legal surrender of an infant as defined by the State Statute. Safe Haven Baby Boxes expressly prohibits any affiliation, endorsement, or official connection with any placing agency, foster care agency, or adoption agency, private or public.

SHBB and its board, staff, contractors, or volunteers are not affiliated, associated, authorized, endorsed by, or in any way officially connected with any child-placing agency or adoption attorney.

This strict policy is in place in order to prevent even the "appearance" of SHBB profiting in any way from the surrender of an infant in one of the baby boxes, or directly to personnel at a fire station, hospital, or EMS provider with a baby box installed.

This policy includes, but is not limited to the following:

- No child-placing agency, or private adoption attorney will pay fees to SHBB for the installation and ongoing operation of a Safe Haven Baby Box.
- No child-placing agency, or private adoption attorney will donate money, goods, or services to SHBB directly.
- No child-placing agency or private adoption attorney will be given preferential treatment by their state's Department of Children Services or its equivalent by paying a fee or claiming affiliation with Safe Haven Baby Boxes
- No child placing agency, or private adoption attorney will raise funds using Safe Haven Baby Boxes name, or by alleging association with Safe Haven Baby Boxes.

# Safe Haven Baby Boxes

## Ethical Code of Conduct

Safe Haven Baby Boxes is committed to the highest possible ethical standards and we encourage everyone associated with our Organization to commit to acting in the best interest of the organization and its mission. Our mission demands that we, Board and Committee Members, staff, and volunteers, as stewards of our mission, uphold the public trust and act in an ethical manner in all that we do in the name of our Organization. These ethical values include integrity, openness, honesty, accountability, fairness, respect, and responsibility. These values are the basis of our Code of Conduct and commitment to act in a manner befitting the Organization and mission.

As a public charity, we rely on the public for funding and volunteer support, which is critical to the success of our mission. The public trusts us to carry out our stated mission and to act in the best interest of the Organization. If we abuse the public trust, our ability to fulfill our mission is severely weakened. Therefore, it is critical that we operate in a manner that is above reproach in all aspects, including governance, fundraising, mission operations, legal matters, and human resources. As a public charity, we are committed to:

- Acting responsibly and with integrity;
- Following not just the letter of the law, but the spirit of the law as well;
- Promoting financial accountability, transparency, and best governance practices;
- Respecting the wide variety of people who support our mission through donations of their time, talent and money;
- Being responsible stewards of our Organization, its mission, reputation, and resources
- Being open and honest in all of our dealings with both internal and external audiences.

This Code of Conduct applies to all staff members, the Board of Directors and Committee Members, and volunteers of Safe Haven Baby Boxes.

# Goals of Safe Haven Baby Boxes

- Raise awareness of the Safe Haven law through the installation of Baby Boxes.
- Provide counseling to any parent in crisis.
- Use of billboards, social media, speaking engagements, and fundraisers to bring awareness to Safe Haven Laws.
- Provide a safe and anonymous option for surrendering an infant.
- Work with legislators in every state to pass a law allowing the installation of Baby Boxes.
- Install Baby Boxes in every state in the United States.

## Help Us Reach Our Goals

- Assist or host a Safe Haven Baby Boxes fundraiser
- Invite Monica to speak at your church, or community event
- Attend a Baby Box Blessing
- Follow and share our social media platforms

**Please contact us if you have any questions or need more information.**

**Email: [shbb@safehavenbabyboxes.com](mailto:shbb@safehavenbabyboxes.com)**

**Phone: (888)742-2133**

**Website: [www.shbb.org](http://www.shbb.org)**

## Services, Fees and Expense Schedule Lease and Service Agreement Full Time Fire Stations

INITIAL FEE: \$16,000	ANNUAL FEE: \$600	OTHER FEES NOT INCLUDED IN INITIAL FEE (ESTIMATED AT \$5,000-\$7,000)
Pre-installation Services	Annual Fee Services	<p>*Fees vary based on location and/or services donated by local community members. The items below are estimates and not a guarantee of cost.</p>
<p>A. Examination of location B. Administrative Resources C. Consultation on programs D. Assistance with raising funds to support cost of the Baby Box (optional)</p>	<p>A. Recertification of the Baby Box by a licensed contractor B. Maintenance of the Baby Box from expected use C. Unlimited repairs and parts replacement as a result of a malfunction and not as a result of negligence or vandalism D. Annual review training for all emergency personnel via online certification modules</p>	<p>A. Delivery: Minimum \$600 charge if you would like to have the Baby Box delivered. You can pick up at our Fort Wayne, IN manufacturing facility to waive the delivery charge. (Must be pre-scheduled) B. Installation: Labor and materials: \$2000- \$3,500 (location may be able to have this donated) C. Electrical and Alarm: hook up to internal alarm system (Internal alarm must go to 911 dispatch for use with the Baby Box) ~ \$1,200 D. Annual Alarm Services: Annual fee for monitoring ~\$500 annually paid by location to Alarm Company E. Transportation: Cost based on location and transportation from Indiana</p>
Installation Services	Post Installation Services	<p><b>*LOCATIONS WITH ADDITIONAL FEES</b></p>
<p>A. Inspection of Installation B. Training to all emergency personnel via online certification modules</p>	<p>A. Marketing of the Baby Box B. 24/7 Hotline available C. Advertising of the box D. Efforts to support raising awareness on the local, state, and national levels supporting the Baby Box in each community</p>	<p>A. Volunteer fire stations must feature a camera in the Baby Box making the total initial fees \$16,500 B. Ohio locations total initial fee is \$17,000 as \$1,000 is paid to their health department C. Wisconsin, Maryland and Alabama locations must feature a camera in the Baby Box making the total initial fee is \$16,500</p>

## LEASE AND SERVICE AGREEMENT

THIS LEASE AND SERVICE AGREEMENT ("Agreement") is made and entered into effect as of May 14, 2024 by and between Safe Haven Baby Boxes, Inc., an Indiana nonprofit corporation, ("SHBB") and the Town of Atoka ("Provider").

### RECITALS

WHEREAS, SHBB is a nonprofit educational organization that provides information and services related to child welfare, safe haven laws, initiation and implementation of newborn safety devices ("Safety Device"), and awareness related to preventing child abandonment.

WHEREAS, Tennessee Code §68-11-255, *et al* (the "Safe Haven Laws"), provides certain protections to local hospitals, EMS facilities, fire departments, and law enforcement facilities that install a newborn safety device (the "Safety Device");

WHEREAS, Provider desires to install a Safety Device on Provider's premises pursuant to the Safe Haven Laws; and

WHEREAS, SHBB is agreeable to placing a Safety Device to the Provider's premises and undertaking certain services in relation thereto;

WHEREAS, Provider has consulted its legal, financial and insurance related advisors and has confirmed that its location and operation is acceptable under the laws and regulations of its jurisdiction for the placement of a Safety Device.

NOW, THEREFORE, for and in consideration of the mutual terms and premises contained herein and for other good and valuable consideration, the parties agree as follows:

**Section 1. Installation.** SHBB shall provide to Provider one (1) Safety Device for installation by Provider on the premises located at Atoka Fire Department Station #1, 108 Atoka McLaughlin Drive, Atoka, TN 38004. Delivery of the Safety Device shall be the expense of the Provider. SHBB has the option at any time to oversee the installation of the Safety Device and advise as to installation on the appropriate placement to maximize awareness and implementation of its educational objectives as set forth in this Agreement. SHBB and Provider agree to cooperate with respect to the appropriate third-party contractors for the placement of the Safety Device and to ensure that such third-party has the appropriate skill and knowledge for constructing improvements to Provider's facility. Provider is to pay for all installation costs and expenses for labor and/or materials. Provider is responsible for compliance with all applicable federal, state, and municipal or local laws, rules, and regulations and all laws, rules, and regulations pertaining to permitting requirements for the installation of the Safety Device. Provider agrees to abide by the policies and procedures for installation as outlined in Exhibit "A" (the "Policies and Procedures")

of this Agreement, which is hereby made a substantive part of this Agreement by reference.

**Section 2. Services by SHBB.** SHBB shall provide annual services related to the performance of this Agreement. Such services shall include: (1) providing educational materials to Provider and policies and procedures relating to the maintenance of the Safety Device to Provider; (2) operating a toll-free phone number for the general public to utilize in emergency situations involving abandoned children or issues related thereto; (3) educating emergency services personnel related to the use of the Safety Device; (4) providing educational information to the general public regarding the location and awareness of the Safety Device at the Provider's facility as well as other educational resources related to child welfare advocacy and safe haven law awareness; (5) provide at minimum annual inspection and maintenance on the Safety Device; and (6) Will exclusively repair or replace parts if/when the Safety Device is malfunctioning at expense of Provider as set forth under Section 4 of this Agreement and as otherwise provided in this Agreement (collectively the "Services").

**Section 3. Lease and Service Term.** The term of this Agreement shall be for five (5) years ("Term") and shall renew for successive five (5) year terms upon the mutual agreement of terms, fees, and conditions or unless terminated in accordance with Section 9, below or as otherwise agreed to by the parties

**Section 4. Consideration.** In consideration for leasing the Safety Device and providing the Services described under Sections 1 and 2 above, Provider agrees to pay SHBB an initial fee of Fifteen Thousand and 00/100 Dollars (\$15,000.00), unless otherwise agreed to by the Parties under Section 3 of this Agreement. Provider shall pay a renewal fee of Five Hundred and 00/100 Dollars (\$500.00) for each successive Term under this agreement, due within thirty (30) days of the start of each successive Term. Additionally, Provider shall pay an annual fee of Five Hundred and 00/100 Dollars (\$500.00) and other associated expenses as determined from time to time by SHBB on January 1 of every year that this Agreement is in force. The foregoing fees and expenses include but are not limited to the services and expenses listed in the Services, Fees, and Expenses Schedule attached hereto as Exhibit "B".

**Section 5. Obligations of Provider.** In addition to any and all other obligations of the Provider set forth herein, Provider agrees to follow all policies and procedures provided by SHBB which may change from time to time. SHBB shall provide thirty (30) days' prior Notice to Provider. Such policies and procedures are included as Exhibit A to this Agreement and, by way of Provider's signature hereto, shall evidence Provider's acknowledgement and receipt of the Policies and Procedures. Provider agrees to maintain the Safety Device in good working order, the costs of which are to be borne by Provider. Provider agrees to not change, add to, subtract from, alter, rebrand, or otherwise modify the Safety Device and accompanying signage as set forth in Exhibit A in any manner whatsoever without the prior written approval of SHBB. Provider agrees to use best efforts to prevent any third parties from adding

to, subtracting from, altering, rebranding, or otherwise modifying the Safety Device and accompanying materials/signage as set forth in Exhibit A in any manner whatsoever without prior written approval by SHBB. Provider agrees to immediately notify SHBB of any modification to the Safety Device. Provider agrees to accept complete liability for any and all unapproved modifications to the Safety Device and any and all unapproved modifications to accompanying parts of the Safety Device, including required signage/materials. Provider agrees to accept complete liability for modifications to the Safety Device which are the result of: its own actions, omissions, and/or failure to use best efforts to maintain the Safety Device in good working order or best efforts to prevent any modifications to the Safety Device by a third party. Provider shall refer to the Safety Device as a "Safe Haven Baby Box". Further, Provider shall procure and maintain a twenty-four (24) hour alarm monitoring of the Safety Device at all times and shall confirm with SHBB that such service is acceptable. Should alarm monitoring service be disconnected for any reason, Provider shall immediately notify SHBB and shall secure the Safety Device by locking its exterior door and removing all signage and materials related to its use and functionality. SHBB may, but is not required to, inspect the Safety Device at any time, including, but not limited to: to ensure that it is in good working order, to ensure proper branding and signage is being displayed, and to conduct tests related to its functionality and monitoring and alarm systems.

**IT IS IMPERATIVE THAT ANY MALFUNCTION IDENTIFIED WITH RESPECT TO THE SAFETY DEVICE OR ANY DISCONNECTION IN THE SAFETY DEVICE MONITORING SYSTEM RESULT IN THE IMMEDIATE SECURING AND LOCKING OF THE SAFETY DEVICE SO THAT IT MAY NOT BE USED BY THE PUBLIC DURING THIS TIME PERIOD. FAILURE TO DO SO MAY RESULT IN A THREAT OF BODILY HARM OR DEATH TO AN INFANT PLACED IN THE SAFETY DEVICE DURING ANY PERIOD OF TIME IN WHICH THE SAFETY DEVICE IS MALFUNCTIONING OR NOT.**

**Section 6. Representations and Warranties.**

- A. Representations & Warranties of Provider. Provider represents and warrants that the undersigned is a duly acting and authorized agent of Provider who is empowered to execute this Agreement with full authority of Provider. Further, Provider has undertaken a reasonable investigation into the laws and regulations governing the jurisdiction with which it intends to place the Safety Device and has confirmed that such placement and administration of the Safety Device does not violate any provision of any law, ordinance, governmental regulation, court order or other similar governmental controls.
- B. Representations & Warranties of SHBB. SHBB represents and warrants that the undersigned is a duly acting and authorized agent

of SHBB who is empowered to execute this Agreement with full authority of SHBB. Further, SHBB has full ownership of the Safety Device.

**SHBB REPRESENTS THAT THE SAFETY DEVICE IS NOT A MEDICAL DEVICE AND HAS CONFIRMED SUCH WITH THE FOOD AND DRUG ADMINISTRATION. SHBB REPRESENTS THAT THE SAFETY DEVICE IS NOT INTENDED AS A CONSUMER PRODUCT AND THUS IS NOT REGISTERED WITH THE CONSUMER PRODUCT SAFETY COMMISSION. SHBB FURTHER REPRESENTS THAT THE SAFETY DEVICE IS NOT REGISTERED WITH THE FEDERAL TRADE COMMISSION AND/OR THE FEDERAL COMMUNICATIONS COMMISSION. SHBB REPRESENTS THAT THE SAFETY DEVICE IS NOT TESTED BY NATIONALLY RECOGNIZED TESTING LABORATORIES PROGRAM.**

**Section 7. Insurance.** Provider agrees to procure and maintain in full force and effect at all times during the Term of this Agreement and any renewals thereof, at its own cost and expense, a policy or policies of comprehensive commercial general liability insurance on an occurrence basis, in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate and a \$2,000,000 limit umbrella coverage related to the Safety Device's placement and operation in or about Provider's facility against all loss, damage or liability for personal injury or death of any person or loss or damage to property occurring in upon or about the Safety Device during the Term of this Agreement and all extensions thereof. This insurance policy shall not be a separate policy solely because of this Agreement but, rather, will be part of the [City / Hospital]'s master general liability and umbrella policies. SHBB's liability as to the Safety Device in relation to the Provider under this Agreement is covered under [City / Hospital]'s master general liability and umbrella policies.

**Section 8. Indemnification.** Each party agrees to defend and indemnify, protect and hold harmless the other party, its officers, directors, employees, volunteers, independent contractors, agents and all other persons and related entities thereof against any loss, claim at law or equity, cause of action, expenses, damages or any other liability (collectively, "Claim") arising in relation to and to the extent of the indemnifying party's gross negligence or willful or wanton misconduct, whether acts or omissions, in the installment, placement, removal, use, and maintenance of the Safety Device in, on, or about Provider's facility or premises.

**Section 9. Termination.** Provider may terminate this Agreement upon sixty (60) days prior written notice from Provider to SHBB. SHBB may terminate this Agreement for any reason specified under Section 10, below. At the point of termination of this Agreement, Provider shall secure and lock the Safety Device and remove all signage provided by SHBB. Provider shall place new visible signage denoting that the Safety

Device is not functional and that any person desiring to utilize the Safety Device should instead contact emergency services. If Provider removes the Safety Device, then it shall make arrangements with SHBB for its conveyance or retrieval to SHBB. SHBB shall not be obligated to remove the Safety Device; however, at any time after this Agreement has terminated, SHBB may, at its sole discretion, notify Provider that it intends to remove and recover the Safety Device. Under such circumstances, Provider agrees to cooperate with SHBB in the retrieval of the Safety Device, the expenses of which shall be borne by SHBB, so long as expenses do not exceed \$500 and unless the termination of this Agreement was under Section 10, below, in which case the costs hereunder shall be borne by Provider.

#### **Section 10. Remedies.**

**A. Option to Cure.** Any uncured breach of this Agreement by Provider shall give SHBB the option of immediately terminating this Agreement and retrieving the Safety Device from Provider's facility at Provider's own cost and expense. If Provider is notified by SHBB that the Safety Device is not properly functional or lacks monitoring required by this Agreement, then SHBB may order the Safety Device secured and locked until further inspection. Provider shall have thirty (30) days to cure any lack of monitoring or improper functioning of the Safety Device, such time may be extended by any delay attributable to SHBB. If Provider does not cure any lack of monitoring or improper functioning of the Safety Device within the initial thirty (30) day period upon SHBB's review and report, Provider may have an additional thirty (30) days to cure any breach. If Provider fails to cure any breach of this Agreement after two attempts to cure as set forth above, SHBB may terminate this Agreement if it concludes in its sole discretion that Provider has not upheld its obligations under this Agreement. Any breach of this Agreement by Provider which has not been cured by Provider within thirty (30) days after notice received from SHBB shall give SHBB the option of terminating this Agreement and retrieving the Safety Device from Provider's facility at Provider's own cost and expense.

**B. Attorneys' fees.** Attorneys' fees, costs and expenses, shall be awarded to the prevailing party for any dispute relating to or arising from this Agreement.

**Section 11. Ownership of Safety Device.** Provider agrees and acknowledges that ownership of the Safety Device remains with SHBB and this Agreement is merely a services and lease agreement. Provider shall not sell or otherwise transfer the Safety Device during or after the term of this Agreement without the specific written consent of SHBB.

**Section 12. Disclaimer and Limitation of Warranties.**

SHBB neither assumes nor authorizes any other person associated or related by legal right, corporate entity, governmental entity, or any other entity associated or related by legal right to assume for it, or any other liability in connection with the lease of the Safety Device. There are no warranties which extend beyond the terms of this Agreement, unless otherwise stated or provided for herein or by law via preemption. These warranties shall not apply to the Safety Device or improvements, restoration, repair, remodel, modifications, and/or any other construction work on the Safety Device, related to the Safety Device, or any other part thereof which has been subject to accident, negligence, alteration, abuse or misuse. SHBB makes no warranty whatsoever with respect to accessories or parts not supplied by it.

**Section 13. Miscellaneous.**

- A. Notice. Notice is effective when made in writing and sent to the parties' addresses or by email. Notice will be considered given as of the date of mailing.

SHBB Notice shall be given to:

Safe Haven Baby Boxes  
Attn: Monica Kelsey  
P.O. Box 185  
Woodburn, IN 46797

Provider Notice shall be given to:

Town of Atoka  
Attn: Town Administrator  
108 Atoka McLaughlin Drive  
Atoka, TN 38004

- B. Assignability. This Agreement is binding and benefits the successors and assignees of the Provider, which includes any entity with which the Provider may merge or consolidate, or to which it may transfer substantially all of its assets or equity interests. Provider shall not transfer or assign this Agreement, however, without the specific written consent of SHBB, which consent shall not be unreasonably withheld.
- C. Governing Law/Jurisdiction. The validity, interpretation, construction, and performance of this Agreement shall be governed by the laws of Tennessee and Tennessee courts. Each Party waives, to the fullest extent it may legally and effectively do so, any objection which it may now or subsequently have to the laying of venue of any claim or dispute at law or equity arising out of or relating to this Agreement or the transactions contemplated by it in any Tennessee court in Tipton County, State of Tennessee, United States of

America. Parties agree that any and all claims of any kind arising out of and relating to this Agreement if brought in a Court shall be brought in a court in Tipton County, State of Tennessee, United States of America. Each party waives, to the fullest extent permitted by law, the defense of an inconvenient forum to the maintenance of such action or proceeding in any such court. Each party agrees and acknowledges that any term not defined herein shall be construed to have its every-day, contextual meaning as defined in the latest editions of the Merriam Webster Dictionary, and if a legal term, Black's Law Dictionary; and should any term, condition, or provision of this Agreement be deemed vague, ambiguous, or confusing, it shall not be construed in favor of either party.

- D. Integration. This Agreement along with the attached exhibits is the final written expression of the parties' agreement with respect to such terms included and may not be contradicted by evidence of any prior agreement.
- E. No Oral Modification. No change, modification, extension, termination, or waiver of this Agreement, or any of the provisions contained, will be valid unless made in writing and signed by duly authorized representatives of the parties.
- F. Waivers. No waiver of any of the provisions of this Agreement shall be valid and enforceable unless such waiver is in writing and signed by the Parties to be charged, and, unless otherwise stated, no such waiver shall constitute a waiver of any other provision or a continuing waiver.
- G. Severability. In the event that one or more of the provisions of this Agreement shall become invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained shall not be affected as a whole.
- H. Time of the Essence. The Parties expressly recognize that in the performance of their respective obligations under this Agreement and that each Party is relying on timely performance by the other Party and will schedule operations and incur obligations to third parties in reliance upon timely performances by the other Party.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed and be effective on the date first above written.

"SHBB"

By: Man Jones

Monica Kelsey, Founder / CEO  
Safe Haven Baby Boxes, Inc.

"PROVIDER"

By: Monica Kelsey, M.A.

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

**RESOLUTION NO. 24-05-04**

**A RESOLUTION APPROVING AN AGREEMENT BETWEEN SAFE HAVEN BABY BOXES, INC. AND THE TOWN OF ATOKA, TENNESSEE.**

**WHEREAS**, the Town of Atoka desires to preserve human life, and;

**WHEREAS**, Safe Haven Baby Boxes, Inc. has established a system providing safe, anonymous options for mothers in crisis to surrender their newborns, thereby preventing unsafe abandonment and safeguarding the well-being of these infants; and

**WHEREAS**, the Town proposes to install a Safe Haven Baby Box at Atoka Fire Department Station #1, featuring 24-hour anonymous access with an alarm system directly notifying both 911 and the Fire Department, thus ensuring immediate care and safety for the surrendered infants; and

**WHEREAS**, Gateway Baptist Church has committed to provide the necessary funding for the installation and annual maintenance costs of the Safe Haven Baby Box.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF ATOKA, TENNESSEE** as follows:

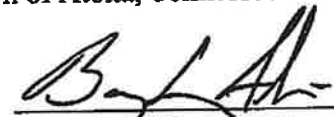
**SECTION 1.** The Board of Mayor and Aldermen of the Town of Atoka, Tennessee hereby approves and accepts the agreement by and between the Town of Atoka, Tennessee and Safe Haven Baby Boxes, Inc. in substantively the same form and content as the agreement has been proposed.

**SECTION 2.** The Mayor is authorized and directed to execute, and the Town Recorder is hereby authorized and directed to attest and fix the seal of the Town of Atoka, Tennessee on the agreement in substantively the same form and content as the agreement has been proposed.

**SECTION 3.** The Town Recorder is hereby directed to file in her office a duplicate or copy of the agreement after it has been executed by the parties or their duly authorized representatives.

**SECTION 4.** This Resolution takes effect immediately upon its passage and approval, the public welfare requiring it.

**PASSED** by the Board of Mayor and Aldermen of the Town of Atoka, Tennessee this 14<sup>th</sup> day of May 2024.

  
Barry L. Akin, Mayor

ATTEST:

  
Deborah Pickard, Town Recorder

FIRE CHIEF  
RICHARD GRIGGS



Phone: (901) 476-2578

# CITY OF COVINGTON

OFFICE OF THE FIRE CHIEF  
P.O. Box 768  
COVINGTON, TENNESSEE 38019

MAYOR  
JAN WADE HENSLEY



Fax: (901) 476-9800

Letter of Commendation

2-24-26

To: Firefighter Terrance Smith

Firefighter Smith,

It is with great pride and appreciation that I formally commend you for your heroic actions on February 6, 2026.

After completing a 24-hour shift while traveling home, you observed smoke coming from a residential structure on Turner Lane in Covington. Without hesitation and despite having just completed your tour of duty, you immediately took decisive action. You alerted three sleeping occupants inside the home and ensured they exited the residence safely. You then promptly notified the fire department so that responding crews could extinguish the fire.

Your actions reflect the very highest standards of the fire service. Your vigilance, courage, and selfless commitment to protecting life demonstrate that being a firefighter is not just a profession, but a calling. Because of your quick thinking and dedication, three lives were safeguarded from what could have been a tragic outcome.

On behalf of the Covington Fire Department and the citizens we proudly serve, I extend my sincere gratitude and commendation for your outstanding service.

Your professionalism and devotion to duty exemplify the mission and values of this department.

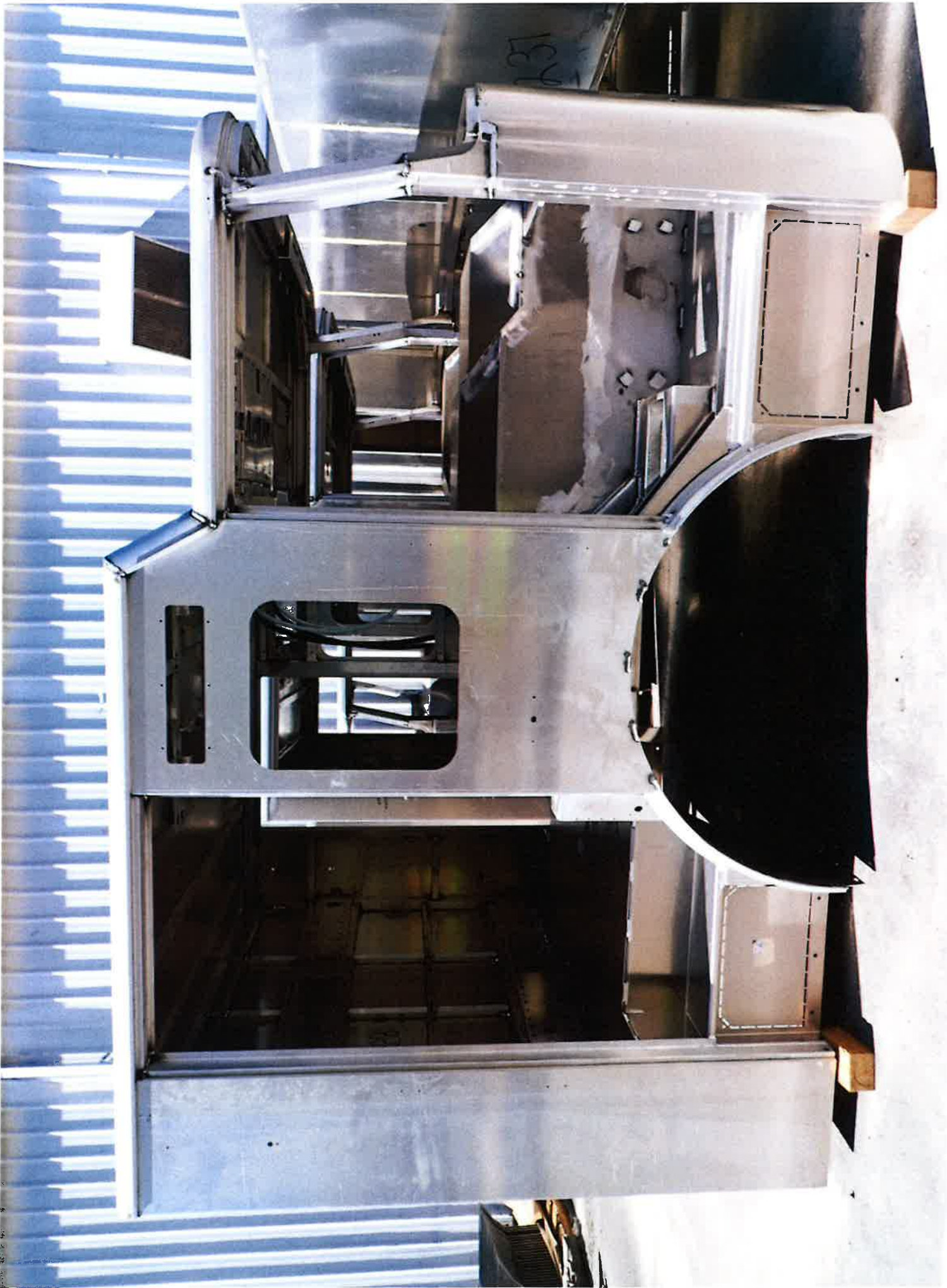
Respectfully,

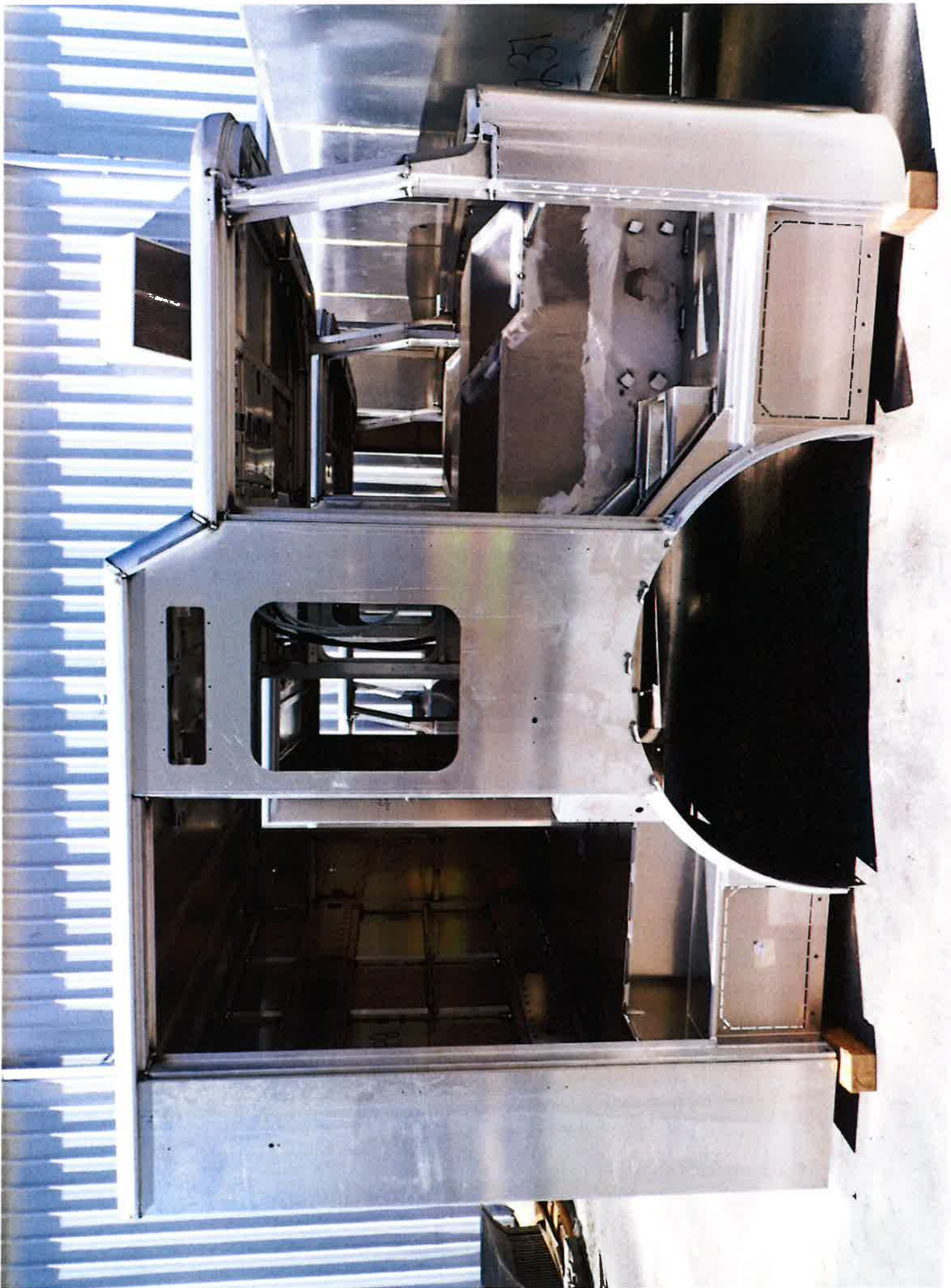
A handwritten signature in black ink, appearing to read "Richard Griggs".

Richard Griggs

Fire Chief, Covington Fire Department









Covington

TR: 41788

Pw: 32638535

Y: 32638565

TR: 41788  
32638535





5 100 PERCENT  
HOT'S YOU  
TAKE

Covington  
TP 4188  
Pvt. 201.255.55  
Pvt. 201.255.55



Donna Turner  
Chief of Police

# Covington Police Department

211 South Main Street Covington, TN 38019

Telephone (901) 475-1261

(c) 901- 444-1047

Fax (901) 313-9359

dturner@covingtontn.com

24 February 2026

## Public Safety Committee Meeting Law Enforcement Agenda

January 2026

- **Personnel**
- **Training**
- **Monthly Activity**
- **Press Releases**
- **Major Expenses**
- **Statistical Graphs and Totals**
- **Seizure Updates**
- **Policy Review and Approval**
- **Traffic Surveys**

### Personnel

November - December CPD staffing changes – With budget reductions, CPD budgeted positions now 37 from 38, CPD currently has **0 vacant position**. Applications continue to be accepted.

**Officer Hammond** completed his final week at TLETA and will graduate in March 2026.

**Officer Tyson** is currently attending TLETA and will graduate in March 2026.

**Detective Norwood** is deployed by the National Guard for the Memphis Safe Street Tsk Force Operation.

## Training

- 01/22 – **Lt Avery, Analyst Stubblefield and Analyst Hibbitts** attended training for the software First Two which was virtual.
- 01/16 – **Chief Turner** began a year long Certified Public Manager (CPM) Program. The program is presented by the University of Tennessee Educational Institute and meets monthly in Jackson.

## Monthly Activity

- 01/04 – Officer Tyson began his TLETA basic police training in Nashville, TN.
- 01/ 05 – Chief Turner and staff attended the Prayer Walk at the CMS / CES buildings for the start of classes.
- 01/05 – Chief Turner attended the Department Head Meeting at City Hall.
- 01/05 – Chief Turner held an SRO Unit Meeting at CID.
- 01/06 – Chief Turner, Mayor Hensley, and Jason Fleming attended a meeting with Senator Rose and other representatives on the status of the Federal grant for the Police Building at City Hall.
- 01/06 – Chief Turner and staff participated in the Annual Sea of Blue for Trooper Calvin Jenks.
- 01/07 – Chief Turner attended the Special Events Committee at City Hall.
- 01/07 – Chief Turner launched the Bike Unit in the new schools.
- 01/08 – Chief Turner attended the Mid-South Regional Roundtable Meeting in Germantown, TN.
- 01/09 – Chief Turner coordinated a Critical Incident Stress Debriefing with the Public Safety Network regarding the death of an infant incident.
- 01/09 – Chief Turner conducted a meeting for the year end stats with Command Staff and Analysts.
- 01/12 – CPD staff met for the Mem's Mentor Program at CES/CMS meeting.
- 01/12 - Chief Turner, HR Director Bumpus, Attorney Simmons, Recorder Elam, and COS Fleming met regarding hearing devices for a staff member.
- 01/13 – Chief Turner conducted a Year End Review with Evidence Technician, Patrol, CID, and Community Policing.
- 01/15 – Lt Avery attended the monthly UASI Meeting in Memphis.
- 01/15 - Chief Turner attended the Tipton Prevents monthly meeting at BMH.
- 01/15 – Chief Turner held meeting for Year End Review with Command Staff and Analysts.
- 01/16 – Chief Turner attended the Certified Public Manager (CPM) Cohort Training in Jackson.
- 01/21 – Chief Turner and Lt Dillingham conducted a meeting with Tipton Prevent staff regarding upcoming programming with SROs at the Tipton Prevents Office.
- 01/21 – Captain Cullen from TCSO assisted in pricing of awarded firearms for upcoming sale.
- 01/22 – Lt Dillingham attended the City of Covington Safety Council meeting at City Hall.
- 01/22 – Chief Turner, Lt Avery, and CID staff attended a site visit from staff at ROCIC in Nashville reviewing their resources for member agencies.

- 01/22 – Chief Turner attended a Countywide emergency services weather briefing at the Tipton County EMA Building.
- 01/23 – Mayor Hensley, COS Fleming, Attorney Simmons, and Department Heads held a weather preparation meeting at City Hall regarding potential winter storms.
- 01/23 - Chief Turner attended a Countywide emergency services weather briefing at the Tipton County EMA Building.
- 01/23 – Chief Turner led a meeting for vehicle seizure procedures with Lt McCurry, Sgt Hunt, and Assistant Woelm.
- 01/23 – Chief Turner held a Supervisor’s Meeting to coordinate staffing and resources for the Winter Weather.
- 01/23 – Winter Storms began – additional staff were deployed; City Offices were closed. A curfew was initiated, which lasted two weeks. Meals were provided for all City Employees working daily.
- 01/28- Chief Turner attended a Department Head meeting to assess the winter weather response and challenges.

The weekly Command Staff Meeting is held each Monday morning.  
Chief Turner attends the weekly Committee Meetings and Board Meeting each month.  
CPD Staff and Clerk Carolyn Scott conduct City Court each Wednesday of the month at the Criminal Justice Complex.

**Monthly Press Releases:**

01/22 "Shell Game" Robbery of A Covington Man Ends in Four Arrests

**January 2026 Major Expenses:**

Axon Enterprise Inc \$29,572.20 (35 Taser 7 Certification Bundle)

CPD is at 58.33% of the budget

**Social Media Posts:**

January THSO alert and safety messages – 1

January Public Safety Alert bulletins – 90

January Traffic Alert bulletins – 65

January Community Relations – 115

### **Statistical Graphs and Totals:**

- Social Media Post Reach: 4,633,418
- Total calls for service: 1703
- Divisional Statistics including Patrol K9, SRO, and CID

### **January Seizure Updates:**

Vehicles seized: 1

Awarded: 2

Currency Seized: \$954.00

### **Traffic survey:**

Not deployed due to winter weather

### **Policy Review and Approval**

Approval of Public Notice Sell of Confiscated Weapons (86 handguns, 18 long guns)

### **Additional Updates:**

Boys & Girls Club Grant – 2025/26 application pending; will extend annual fees for the SkyCop cameras and surveillance cameras and lights, and additional SkyCop cameras in the community.

The Blue Line Solutions contract was finalized, signed, and submitted. Chief Turner initiated the required traffic studies for the project. MTAS completed the data gathering for two school zones. The third-party data gathering has been requested through the approved vendor for January.



Donna Turner  
Chief of Police

# Covington Police Department

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22 January 2026

## PRESS RELEASE

### \*For Immediate Release\*

#### "Shell Game" Robbery of A Covington Man Ends in Four Arrests.

On 22 January 2026 the Covington Police Department responded to a robbery complaint at Wal-Mart located at 201 Lanny Bridges Avenue in Covington, TN. CPD Officers were advised four males robbed a customer in the store and were fleeing the scene in a red Hyundai Sonata. CPD Officers confirmed through the victim, he was playing a shell gambling game with four males when one of the suspects grabbed his money from his hand. The victim attempted to recover his money but was unsuccessful. The four males ran out of the store. The victim reported \$90.00 in cash stolen from him during the robbery. The victim was not injured in the incident.

CPD Officers responded to the business and quickly located a vehicle matching the description of the robbery suspects approaching the intersection of Highway 51 and Holly Grove. Officers initiated a traffic stop and determined the vehicle was occupied by the driver, **Brandon McGhee**, 25, of Memphis, Tennessee, **Quandarius Lewis**, 26, of Memphis, Tennessee, **Cameron Ransfer**, 27, of Memphis, Tennessee, and **Darius Brown**, 28, of Memphis, Tennessee. McGhee was identified as the driver and officers confirmed his driver's license was suspended in the State of Tennessee. The vehicle was confirmed to be a rental car displaying Montana tags and was towed from the scene.

All four suspects were detained and transported to the Covington Police Department Criminal Investigation Division. Officers recovered approximately \$950.00 in cash on Brown. Lewis had an empty conceal handgun holster in his waist band. Lewis indicated he had put it under the seat of the vehicle where officers recovered a loaded Glock 9MM handgun. The suspects were interviewed and chose not to provide a statement in the case. Detectives determined the robbery incident was captured on store surveillance video which confirmed the victim's statement.

All four were transported to the Tipton County Jail and formally charged with **Robbery**. McGhee received an additional charge for **Driving on Suspended License**. The suspects remain in custody on a \$225,000.00 bond. All four suspects are slated to appear before General Sessions Judge M.O. Eckel, III on January 27, 2026.

*"Serving - Protecting - Caring"*

"I commend the quick capture of these suspects by CPD Officers. The incident and the four suspects remain under investigation due to the information and evidence detectives confirmed during the investigation." said Chief Donna Turner "We think this isn't the only "shell" on the beach and others may wash up as we complete the investigation!"

Anyone with information related to this investigation is encouraged to contact the Covington Police Department Criminal Investigations Division at (901) 475-1261. Tips may also be submitted via Facebook Messenger at Covington TN Police Department or through the City of Covington website.



*"Serving Protecting- Caring"*

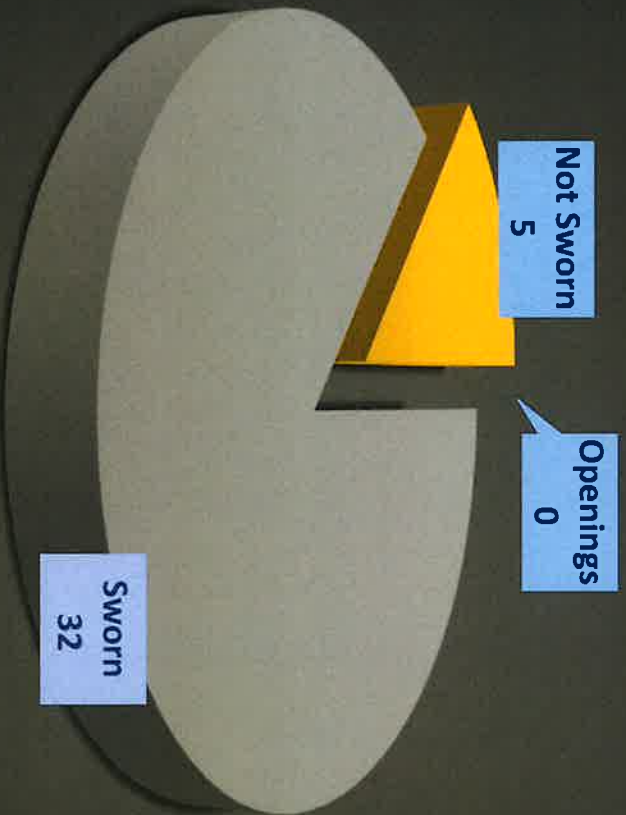
# CPD Social Media Engagements



CALL TOTALS FROM JANUARY 2026 TO DECEMBER 2026

Agency	Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actual Annual	Annual Per Day Vc
Atoka PD	906												906	
<b>Brighton PD</b>	<b>213</b>												<b>213</b>	
Covington PD	1703												1703	
Mason PD	82												82	
Munford PD	1043												1043	
Tipton County SO	2016												2016	
<b>MONTHLY LE TOTALS</b>	<b>5963</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5963</b>	
Atoka FD	141												141	
Brighton FD	83												83	
Charleston FD	14												14	
Covington FD	206												206	
Garland FD	14												14	
Giltedge FD	27												27	
Mason FD	10												10	
Munford FD	119												119	
Tipton County FD	155												155	
Three Star FD	69												69	
<b>MONTHLY FD TOTALS</b>	<b>838</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>838</b>	
Ambulance Service	843												843	
<b>MONTHLY EMS TOTAL</b>	<b>843</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>843</b>	
<b>MONTHLY TOTALS</b>														
Law Enforcement	5963	0	0	0	0	0	0	0	0	0	0	0		
Fire Dept.	838	0	0	0	0	0	0	0	0	0	0	0		
Ambulance	843	0	0	0	0	0	0	0	0	0	0	0		
<b>ALL AGENCIES</b>	<b>7644</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7644</b>	

# Personnel



Total Officer Positions: 32  
Total Civilian Positions: 5



# Fleet



# Number of Arrests



### Traffic Citations



### Parking Tickets



### Traffic Warnings



### Possession of a Firearm



# Robbery



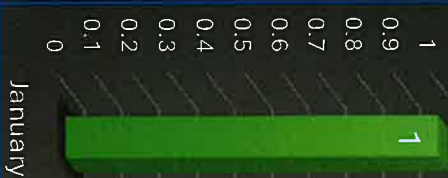
# Assaults



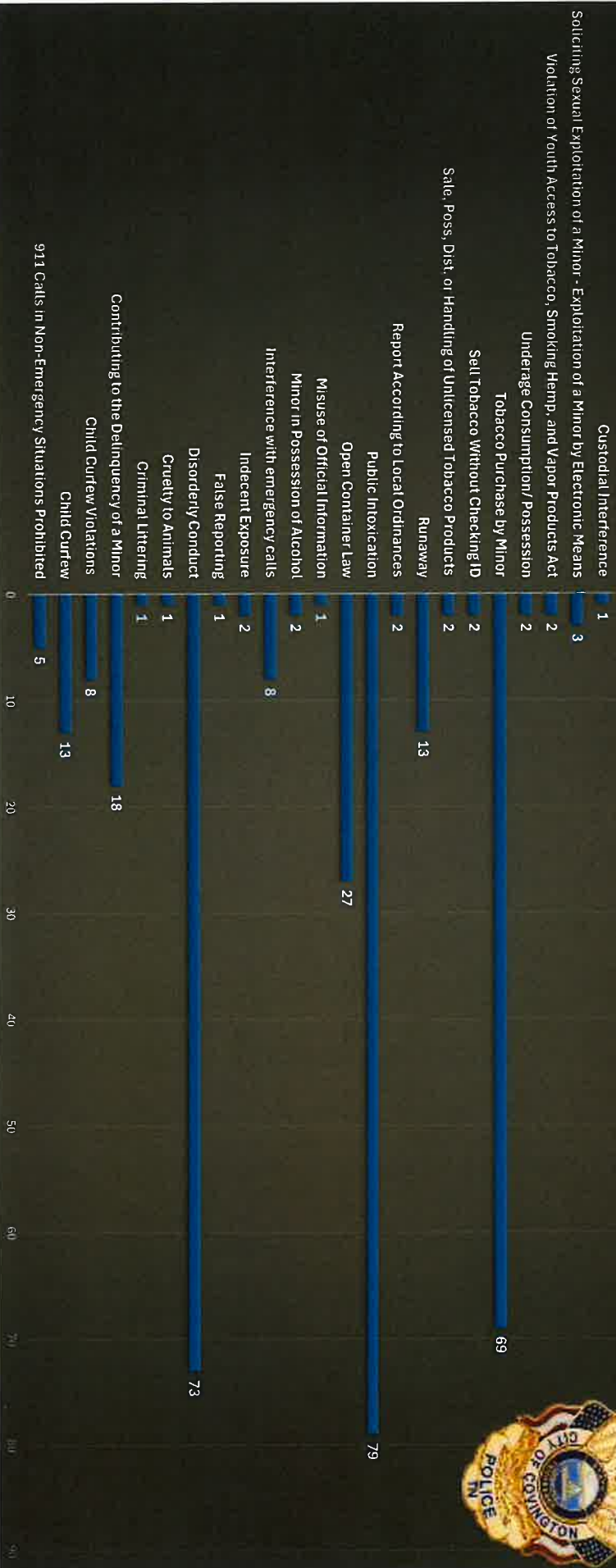
# Burglary



# Agg Assaults



## 2025 Crimes Against Society





Covington Police Department School Resource Officer - Monthly Statistics

Dec-25		Community Events	Programs Assisted	Incident Reports	Juvenile Arrests	Adult Arrests	Searches Conducted	Weapons Recovered	Drug/ Alcohol/ Tobacco Viol.	Bus Drop-off/ pick up	Safety Drills	Student Transports	Traffic Duties	Presentations	After School Events	K-9 Searches/ Assists	Fighting/ Bullying Incidents	Theft Incidents	Administrative Meetings	Threats of Mass Violence	Medical Emergency	Proptery Damage	Fraud	Intruder Drill	Days Worked	Details	Extra Patrol	Training Hrs.	Volunteer Hrs.	
<b>SRO</b>																														
Lt. Dillingham	1	1	1	0	0	0	0	0	0	0	1	0	25	0	2	0	0	0	2	0	0	0	0	0	0	19	0	5	0	0
Cpl Robertson	1	1	6	1	0	2	0	1	0	0	0	1	26	0	2	0	1	0	2	0	0	0	0	0	0	19	0	5	0	0
L Smith	1	1	4	0	0	1	0	0	0	0	1	1	26	0	3	0	2	0	2	0	0	1	0	0	0	19	0	5	0	0
C. Taylor	1	1	2	1	0	0	0	0	0	0	1	0	26	0	3	0	1	0	3	0	0	0	0	0	0	19	0	5	0	0
Bearden	1	1	1	0	0	0	0	0	0	0	1	0	26	0	2	0	0	0	1	0	1	0	0	0	0	19	0	5	0	0
<b>Totals</b>	<b>5</b>	<b>5</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>129</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>95</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>	

Covington Police Department

Criminal Investigations Division 2025 Year-End Statistics

Jan-26		Assigned	Active	Closed	Solved	Agg. Assault	Burglary	Child Abuse	Child Sex Abuse	Credit Card Fraud	DOA	Drug/Narc.	Elder Abuse	Fraud/Counterfeit/Embezzlement	Homicide	Missing Person	Murder/Attempt	Other/Walk-ins/Agency Assist	Robbery	Shoplifting	Simple Assault	Rape /Stat Rape/ Forcible Fondling	Stolen Property	Theft	Theft From Vehicle	Vandalism	Vehicle theft	Total Warrants	Total Arrests	Callouts	Training Hours	Days Worked	Indictments				
Det. Norwood	Assigned																																				
	Active																																				
	Closed																																				
	Solved																																				
Det. Doss	Assigned																																				
Active																																					
Closed																																					
Solved																																					
Det. Isbell	Assigned																																				
Active																																					
Closed																																					
Solved																																					
Lt. Avery	Assigned																																				
Active																																					
Closed																																					
Solved																																					
Evidence																																					
Firearm Weapons																																					
Evidence Processed																																					
Lab Trips																																					







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## **Ref: PUBLIC NOTICE for the Sell of Confiscated Weapons**

Date: 24 February 2026

By: Chief Donna Turner, Covington Police Department

The Covington Police Department is accepting bids for the sale of confiscated and/or seized firearms under the guidelines of the Tennessee Code Annotated (TCA) 39-17-1317. The weapons to be sold have been approved for sell by Court order. A search for reported stolen records were conducted twice prior to the public notice. Only federal firearms licensed dealers will be allowed to bid. This bidding process will be open for 30 days. The bid process will begin 22 April 2025 and will cease taking bids on 22 May 2025. All bids must be submitted via email to Evidence Technician Kyleigh Reed at [kreed@covingtontn.com](mailto:kreed@covingtontn.com) and Lt DeMario Avery at [davery@covingtontn.com](mailto:davery@covingtontn.com). This bid will be for all firearms in the batch. Firearms will not be sold individually or separately in smaller groups. Anyone wishing to view/inspect the firearms should contact Kyleigh Reed at [kreed@covingtontn.com](mailto:kreed@covingtontn.com) to make an appointment. If interested, please contact Evidence Technician Kyleigh Reed at the email address above and an entire list of the weapons to be sold will be emailed to you directly. If citizens have a question on a confiscated weapon status, please contact the Evidence Custodian at 901- 475-1261 extension 3.





EVIDENCE  
Case No. \_\_\_\_\_

Formal Police Officer  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Date: \_\_\_\_\_



