

Items inadvertently omitted from agenda packet

ITEM:

- 11.A.1 APPOINTMENTS
- 11.B.2 SURPLUS EQUIPMENT – FIRE DEPT
- 11.B.3 TRAVEL POLICY SUMMARY

# APPOINTMENTS

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## INDUSTRIAL DEVELOPMENT BOARD

**Greg Dahl** *assuming term ending December 31, 2026 vacated by Paul Knudsen*

*Motion to approve appointments as presented:*

*Motion:* \_\_\_\_\_

*Second motion:* \_\_\_\_\_

ELECTRONIC VOTING

*Absent* \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Lonnie Taylor**  
*Commission Chair*

\_\_\_\_\_  
**Rita Crowder**  
*County Clerk*

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

**RESOLUTION # 2026-04-838**

**RESOLUTION DECLARING FIRE DEPARTMENT EQUIPMENT AS SURPLUS AND  
TRANSFERRING TO DEFEATED CREEK VOLUNTEER FIRE DEPARTMENT**

**WHEREAS**, the Hartsville/Trousdale County Volunteer Fire Department has a non-functional breathing air compressor which is no longer fit for active duty; and

**WHEREAS**, the following equipment must be listed as surplus property before they may be transferred:

- **CompAir Mako AC05 Air Charge Breathing Air Compressor  
Model AC105-E3 | Serial Number 54054624**

**NOW, THEREFORE, BE IT RESOLVED**, by the Hartsville/Trousdale County Commission meeting in regular session, that the above listed equipment of the HTC Fire Department is hereby declared surplus and transferred to the Defeated Creek Volunteer Fire Department.

*Requested by HTC VFD Chief K Buckmaster*

*Recommended by the First Response Services Committee on \_\_\_\_\_*

**Motion** \_\_\_\_\_

*Motion made by:* \_\_\_\_\_

*Electronic Vote*

*Second motion:* \_\_\_\_\_

*ABSENT* \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Lonnie Taylor**  
*Commission Chair*

\_\_\_\_\_  
**Rita Crowder**  
*County Clerk*

## RES 2026-05-839 Travel Policy Update

### Purpose of Update

The proposed **Comprehensive Travel Regulations** replace the current travel policy adopted in the early 2000s and subsequently updated. The new policy modernizes travel procedures, simplifies administrative requirements, and aligns reimbursement standards more closely with federal and state travel guidelines.

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### Key Improvements in the New Policy

#### 1. Simplified and Streamlined Policy Structure

The current policy contains extensive procedural detail across multiple sections. The proposed regulations consolidate these provisions into a shorter, more concise policy focused primarily on reimbursement standards and accountability.

#### 2. Alignment with Federal and State Travel Standards

The updated policy formally ties reimbursement limits to recognized government standards:

- **Out-of-state lodging and meals:** U.S. General Services Administration (GSA) CONUS rates
- **In-state lodging and meals:** Tennessee State travel reimbursement rates
- **Mileage reimbursement:** Standard government mileage rate

This approach allows reimbursement limits to adjust automatically as federal or state rates change.

#### 3. Stronger Documentation and Audit Controls

The new regulations strengthen financial oversight by requiring:

- Receipts for all reimbursable expenses
- Detailed travel claims showing daily travel activity
- Separate reimbursement forms for each employee
- Supervisor approval for lost or missing receipts

These measures improve compliance with audit standards and public accountability.

#### 4. Clearer Eligibility Rules for Meals

The updated policy establishes defined time windows to determine eligibility for meal reimbursement when traveling on County business. This provides clearer guidance for employees and reduces ambiguity during claim review.

#### 5. More Flexible Administrative Framework

Rather than embedding extensive operational procedures within the policy, the updated regulations focus on reimbursement rules and financial controls. This allows departments to manage operational travel arrangements more efficiently while maintaining fiscal oversight.

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### Key Policy Areas Retained

The updated regulations maintain the core principles of the existing policy, including:

- Requirement for advance travel authorization
  - Limitation of travel to official County business
  - Requirement that travel expenses remain within approved departmental budgets
  - Use of the standard County travel claim form for reimbursement
  - Preference for economical travel options
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### Overall Impact

The proposed travel regulations will:

- Modernize the County's travel policy framework
- Improve consistency with federal and state reimbursement practices
- Strengthen documentation and audit compliance
- Provide clearer guidance for travel reimbursement
- Reduce administrative complexity within the policy document