



**PARIS CITY COMMISSION
REGULAR MEETING AGENDA**

525 High Street Paris, KY 40361
Commission Chambers – Room 121
Tuesday, December 9, 2025 - 9:00 AM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVE MINUTES

- A. Regular Meeting - November 25, 2025
- B. Special Meeting - Joint City & County Meeting November 17, 2025

5. CONSENT AGENDA

- A. Municipal Order 2025-88; Reappointment: Paris Bourbon County Economic Development Authority
- B. Municipal Order 2025-89; Appointment; Paris Bourbon County Board of Adjustments
- C. Municipal Order 2025-90; Personnel Order: Utility Office Admin I
- D. Payment of Invoices: General and Utility Fund
- E. Municipal Order 2025-97; Personnel Order: Finance Specialist

6. REGULAR AGENDA

- A. Municipal Order 2025-92; Order Concerning Parks Dedicated to the Joint Parks and Recreation
- B. Municipal Order 2025-93; Phase II Police Department Revised and Additional Policies
- C. Municipal Order 2025-94; Authorizing a Market Money Fund
- D. Municipal Order 2025-95; Approval of Purchase and Subscription Body Worn Cameras
- E. Municipal Order 2025-96; Approving Revised Job Descriptions: EMS & Fire Department
- F. Award Bid; Electric Department: Outage Management System
- G. Award Bid; Fire Department: Self Contained Breathing Apparatus (SCBA)

H. Conditional Employment Contract Revision: Fire Department

7. REPORTS

- A. Outside Agencies
- B. City Staff
- C. Mayor & Commissioners

8. ADJOURNMENT



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Regular Meeting - November 25, 2025

DEPARTMENT: City Clerk

RECOMMENDED MOTION: Move to approve the November 25, 2025 meeting minutes as presented.

DESCRIPTION: Requesting the board of commissioners to approve the November 25, 2025 meeting minutes as presented.

REQUESTED BY:

Name: Stephanie Settles, City Clerk/Treasurer

CALL TO ORDER

The Board of Commissioners met in regular session at 9:00 a.m. viewable on YouTube <https://www.youtube.com/@CityofParisKY> on November 25, 2025.

PLEDGE OF ALLEGIANCE

Mayor Plummer called the meeting to order, and the Pledge of Allegiance was recited.

ROLL CALL

Present: Mayor, John Plummer; Commissioner, Wallis Brooks; Commissioner, Tim Gray; Commissioner, Sharon Fields; Commissioner, Stan Galbraith.

Others in attendance: City Manager, Jamie Miller; City Attorney, Bryan Beaman; Finance Director, Brad Oberlander; City Clerk & Treasurer, Stephanie Settles.

APPROVE MINUTES

Motion by Brooks, seconded by Plummer, the motion unanimously carried, approving November 12, 2025, meeting minutes as presented.

Motion by Fields, seconded by Galbraith, the motion unanimously carried approving the special meeting minutes of the November 12, 2025, meeting as presented.

ORDINANCES

Motion: Move to approve ordinance 2025-29 enacting and adopting a supplement to the code of ordinances.

By: Brooks

Seconded: Plummer

Yes: Plummer, Brooks, Fields, Gray, Galbraith

No: None

Abstain: None

CONSENT AGENDA

Motion by Gray, seconded by Brooks, the motion unanimously carried approving Municipal Order 2025-80 awarding a contract to Dynamic Air Solutions, authorizing the Mayor, City Manager, City Attorney, and City Clerk to execute all documents related to the contract.

Motion by Gray, seconded by Brooks, the motion unanimously carried, approving Municipal Order 2025-84 approving a lease of storage space with Ralph Hensley and authorizing the Mayor, City Manager, and City Clerk to execute all documents related to the contract.

Motion by Gray, seconded by Brooks, the motion unanimously carried approving Municipal Order 2025-87 for the internal promotion of Joshua Hurst from Interim Fire Chief to Fire Chief at the grade/step of F16-13.

Motion by Gray, seconded by Brooks, the motion unanimously carried approving the payment of invoices for the period November 1 through November 21, 2025, totaling \$331,171.04 for the General Fund and \$513,561.08 for the Utility Fund.

REGULAR AGENDA

Motion by Gray, seconded by Galbraith, the motion unanimously carried approving Municipal Order 2025-86 approving Phase I of policy additions and revisions for the Police Department.

Motion by Plummer, seconded by Galbraith, the motion unanimously carried approving June financial reports as presented reflecting General Fund revenues of \$2,998,336 with expenses of \$3,017,106 and Utility Fund revenues of \$4,199,904 with expenses of \$3,792,098.

REPORTS

Betty Ann Allen, Tourism

Holiday Hop resulted in increased sales for local businesses.

Small Business Saturday is this weekend.

Christmas commercials will be airing soon.
WTVQ will feature holiday “shop local” promotions.

Allyson Wellman, Chamber of Commerce
Dec. 5 – Coffee & Commerce: hosted by Bluegrass Roofing, 9am at Happy People Coffee.
Dec. 6 – Is the annual Christmas Parade. Currently, 58 participants are registered. Jamie Corum will serve as Grand Marshal, a tree lighting ceremony immediately following the parade with live performances. Youth Leadership Day was held at the Community Center. Students designed and decorated large ornaments for the community Christmas tree.

Business Development Series:
Jan. 14: The Reels Deal Workshop on creating reels for business marketing (11 AM–1 PM, Library Community Room)
Feb. 11: Building a Budget That Works
March: One-page newsletter creation workshop

Mike Smith, Public Works
Trucks prepped for winter weather; salt reserve is full.
This is the final week of leaf pickup.

John A. Plummer, Mayor
Inquired about the water loss. City Manager Belcher disclosed that there are some known leak issues and those are being worked on. Also, noting that the water plant improvements should also help with lowering water loss.

Matt Belcher, City Manager
Fiscal Court voted to add the new park property to the Joint Parks and Recreation Interlocal agreement. He is awaiting information from the Fiscal Court about the specific details of their request.
December 1, 2025, the Cashier windows will close at 3pm for software updates.
The Citizen Survey is now active on Facebook; paper copies are available and will be taken to a few local businesses.

Stephanie Settles, City Clerk/Treasurer
Provided a property tax status update; noting that tomorrow is the final day to receive the early pay discount.

Brad Oberlander, CPA
Stated that the Investment Committee approved rolling some maturing CD's into the city saving account. The committee discussed depositing some funds into a KLC investment pool money market account.

EXECUTIVE SESSION

Motion by Galbraith, seconded by Brooks, the motion unanimously carried approving the Board of Commissioners exit regular session and enter into executive session pursuant to KRS 61.810(1)(f) for discussion which might lead to the appointment of an individual employee at 9:41 a.m.

With no action taken during the executive session. Motion by Galbraith, seconded by Brooks, the motion unanimously carried to exit the executive session and resume regular session at 9:54 a.m.

POTENTIAL ACTION (if any)

Motion by Gray, seconded by Fields, the motion unanimously carried to approve Municipal Order 2025-85 approving Mark Burden as Interim Chief of Police effective January 1, 2026.

ADJOURNMENT

Motion by Gray, seconded by Galbraith, the motion unanimously carried to adjourn the meeting at 9:56 a.m.

John A. Plummer, Mayor

Stephanie Settles, City Clerk/Treasurer



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Special Meeting - Joint City & County Meeting November 17, 2025

DEPARTMENT: City Clerk

RECOMMENDED MOTION: Move to accept the November 17, 2025 Fiscal Court meeting minutes as presented.

DESCRIPTION: Requesting the Board of Commissioners to accept the meeting minutes prepared by the Fiscal Court for the November 17, 2025 meeting as presented.

REQUESTED BY:

Name: Stephanie Settles, City Clerk

**JOINT CITY COMMISSION
BOURBON COUNTY FISCAL COURT
WORKSHOP MEETING
NOVEMBER 17, 2025
4:00 pm**

HONORABLE: JUDGE MICHAEL R. WILLIAMS

CITY MANAGER: MATT BELCHER

PARIS MAYOR: JOHN PLUMMER

MAGISTRATES: BART HORNE, LOUIE STUBBLEFIELD, TODD EARLYWINE

COMMISSIONERS: WALLIS BROOKS, TIM GRAY, SHARON FIELDS, STAN GALBRAITH

Others in Attendance: Kathleen Stone (Court Clerk), G. Davis Wilson (Attorney), Dana Mingua (Deputy Judge), Tony Asbury (Bourbon Co. Sheriff), Judy Hutson (Park Director), Mike Withrow (City), Brad Oberlander (CPA), Stephanie Settles (City Clerk), Warren (Citizen)

Judge Williams sounded the agenda @ 4pm

Welcome message and introductions – This meeting was a workshop between the Bourbon County Fiscal Court and Paris City Commission to discuss adding the Millersburg Road property venues to the joint Parks and Recreation Board's responsibilities. Judge Williams presented information about the property development, including the court sports venue (completed) and the multi-purpose fields (nearing completion). The discussion focused on the potential costs of adding these venues to the joint Parks and Rec Board, including one-time equipment purchases (\$78,300) and recurring annual personnel and maintenance costs (approximately \$64,500 each annually). The primary immediate decision needed is where youth baseball will be played in 2026. Judge Williams also raised concerns about a previous commitment from the city regarding sanitary sewer installation at the park property by the end of 2026.

1. **Meeting Workshop Future of Millersburg Rd. Property** – Judge Williams provided an overview of the 2018 inter local agreement that established the Joint Parks and Recreation Board, noting that this has been in place for approximately seven years. He explained that adding or removing properties from the board's jurisdiction requires a simple vote by both governing bodies. The agreement list all the properties, the request was to see some real numbers. The court is finishing the all-purpose fields by December 2025. The final asphalt application will come soon. This property will accommodate field sports including soccer, baseball, football, etc. The Master plan shows where the fields are on the land.

This property is 329 acres, much of the land has not been developed still. This agreement is just for the venues that are already developed. The joint parks and rec board have not voted as of yet to use these new fields. The board has a meeting scheduled this week.

Judge Williams presented the current master plan for the Millersburg Road property, explaining that it has evolved significantly since the project began in June 2015. He clarified that the proposal would only add the developed venues to the Joint Parks and Rec Board's jurisdiction, not the entire 329-acre property.

The court sports venue, opened in October of the previous year, includes six tennis courts, six pickle ball courts, and 3 basketball courts. The venue has been used for various events, including the regional high school tennis tournament. The lighting system is programmable and designed to minimize impact on neighboring properties.

The second phase of development includes multi-purpose fields with artificial turf that can accommodate baseball, soccer, football, and other field sports. This venue is near completion with an investment of \$6,845,000, funded through ARPA funds and a \$3 million allocation from the state budget. There's no cost to the local tax payers.

Our meeting has centered on the current investment. We need to discuss adding this property to the Parks and Rec board budget. Mowing and park maintenance is ongoing as weather permits. The lights are programmable, come on at dusk and go off at midnight.

Mike Withrow – Is regular maintenance required on these courts? Do they need to be cleared of rain water?

Judge – The courts drain automatically and little maintenance is required on these courts. Just regular trash pickup.

Phase II Multi-Purpose Fields will be ready by December 2025. The parking area is not totally paved yet, it's gravel. Frederick & May has done a great job. The excavation was the largest cost of this venue. The road way you see on power point is original farm road. The building you see beyond the parking area is a stall barn. It includes bathrooms and a kitchen.

The property has been used by Bourbon County Schools for agriculture and athletic events, through a land use agreement. We also have a land use agreement with the YMCA. The bases on the field have brown artificial grass.

Q: Commissioner Fields raised concerns about having enough personnel to manage both existing parks and the new property. Also, is there routine maintenance that has to be done on the courts?

A: Judge Williams responded that nothing has been required so far other than keeping the courts clean of debris, and the courts drain automatically after rain.

Q: Commissioner Fields asked about personnel requirements.

A: Judge Williams explained that the projected costs include 1-2 additional staff dedicated to the new property, not reassigning current staff.

Q: A participant asked if the \$35,000 figure was for each employee.

A: Judge Williams confirmed it was per employee, noting that current full-time employees make around \$37,000.

Q: A participant asked if the one-time costs were broken out between baseball and soccer programs.

A: Judge Williams explained that some costs apply to both sports while others are sport-specific.

2. Projected costs

Temporary Fence:

(4-fields) 225' HR distance 375 linear feet

150' = \$2,250 2/field ;100' = \$1,700 1/field: \$6,200/field x 4 = **\$24,800**

Pitching Mounds

(4) 6" one piece game mound @ \$1,900 = **\$7,600**

Batting Mats

(4) 6x12 @ \$300 **\$1,200**

Dugout Benches (16) – Baseball & Soccer

Portable 7.5 @ \$800 = **\$12,800**

Portable 15.0' @ \$1,000 = **\$8,000**

Gator/4-wheeler – Baseball & Soccer

Required turf tires **\$12,500**

Bleachers – Baseball & Soccer

(8) Tip & roll 3-row,15' - 2 or 3 @ \$2,500

(+ Garrad Park Possibility) **\$7,500**

Spray Chalk Temporary

20 Cases (Various Colors) @ \$64.95/case = **\$1,299**

Soccer Goals

Brand: Quickplay U6 & U8 (6'x4' – 12'x6.5') \$250
U10 (12'x6.5') \$250
U12 (18.5'x6.5) \$2,100 each/wheels Epic Sports
OLDER (24'x8') \$2,400 each/wheels Epic Sports - APPROXIMATE TOTAL \$10,000

Corner Flags/Cones

(8) Weighted Corner Flags @ \$145 \$1,160

Projected Start Up Cost

Baseball - \$33,500

Soccer - \$12,500

Baseball/Soccer Joint Cost \$32,800

Total Sports Start up - \$78,300

Total Sports Start Up Cost - \$78,300, this is an estimated cost.

Matt Belcher – some of these costs are a onetime cost, or a shared cost.

Judge – the majority of these costs are a onetime expense.

Tony S. –

We are discussing all courts and fields.

We have invested 1 million dollars in field on Bourbon County. Vescio Company installed our artificial turf and it does require maintenance.

3. Annual Costs – include:

Employees (Director plus 1-Full time employee)

Scheduling games, maintenance process, work with Martin Sanitation for facilities, including handicapped facility. Scheduling mowing. Etc.

Bourbon County Fiscal Court Investment total is \$12,557,000.00.

Judge Williams - One of the turn lanes that we put in has to be redone due to not passing state inspection.

Q: Commissioner Sharon Fields - will that be enough to take care of all bourbon county parks

A: Judge – We will hire additional staff to take care of Millersburg Road Park.

Q: Sharon – can we use current staff to work this new park?

A: Judge – because we are currently understaffed, my opinion is no.

Summary of what we're spending today:

Current Total Budget is \$387,850.08

New Budget \$452,350.08

Additional Cost projected - \$64,500.00, \$64,500 is a recurring cost, with personnel included.

Financial Projections

One-Time Startup Costs

Total estimated cost to make fields ready for baseball and soccer: \$78,300

- Temporary fencing for baseball fields
- Portable pitching mounds (4 required)
- Batting mats and dugout benches
- Maintenance equipment including a utility vehicle for artificial turf care
- Temporary bleachers and soccer equipment
- Field marking supplies

Annual Operating Costs

- Current Joint Parks Budget: \$387,850 (split equally between city and county at \$193,925 each)
- Projected Budget with New Property: \$516,850 (split equally at \$258,425 each)
- Additional Annual Cost: \$64,500 per year (\$32,250 per government)

Personnel Requirements

- One director position and 1-2 maintenance staff dedicated to the Millersburg Road property
- Estimated salary costs of \$35,000 per full-time employee (excluding benefits and retirement)
- Staff would handle scheduling, maintenance coordination, and facility oversight

Q: Judge Williams - Will the board agree to add the property?

Q: Stan Galbraith – Do those numbers for personnel include retirement?

A: Judge – It does not include retirement because we are not sure what the cost will be. There's been an increase in our insurance, when we get closer to that time we can have a better idea of that cost.

Q: Sharon – When do you need an answer?

A: Judge – I went to a board meeting and asked where are you going to play youth baseball? That decision has not been made yet. If the Joint Park and Recreation Board decides Wednesday to play sports at the new park, I would like to take a vote to the December 17 Fiscal Court meeting.

The joint Parks and rec board needs to decide at their next meeting.

Judge - My proposal is to add this property to the board's budget.

Dec 9 is the next called meeting for the Joint Parks and Rec Board. We need to notify whoever is handling youth baseball needs to know ASAP.

Q: Matt Belcher – Thank you for the numbers and presentation. The new director, will they be over the joint parks.

A: Judge - They will be over the new park, but it's up to the park board

Mike Withrow – It was to be an executive director but that was never done.

Q: Brad Oberlander – Is that \$35,000 for each full-time employee

A: Judge – yes, each employee.

Drew P – there is a lot of up keep out there, trash, mowing

Q: Brad Oberlander – Maybe we should hire a management company to oversee the park?

A: Judge – that's up to the board

Tony Sosby – were talking about start up, 2026, getting this park started. Play could start in March because of turf, weather doesn't matter. This is for our kids.

Q: Brad – How much did KHSA pay for use of courts last year

A: Judge – They didn't pay

Q: Judge Williams – Where do we stand on the sewer project. The Fiscal Court chose to share that money with the Paris combined utilities. Nothing has been done. Where are those funds? The agreement was that sewer system would be on the new park property by 2026.

A: Mike Withrow - We need a design for bathrooms

Judge – the money must be spent by the end of 2026, and do you have plans in place to put bathrooms on the property.

Matt Belcher – We have a plan to spend some on the Fords Mill Rd project.

Judge Williams reminded the city commission of their commitment to provide sanitary sewer to the property by December 31, 2026, in exchange for the fiscal court agreeing to redirect over \$2 million in funding to the Ford's Mill Road project. The current status of the sewer project timeline remains unclear.

Matt B – I will look at the emails

Judge – we do work so well together on so many projects, we are so blessed and fortunate.

We stand adjourned at 5:36pm



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Municipal Order 2025-88; Reappointment: Paris Bourbon County Economic Development Authority

DEPARTMENT: City Manager

RECOMMENDED MOTION: Move to approve Municipal Order 2025-88 for the reappointment of Bill Moneypenny to the Paris Bourbon County Economic Development Authority for a term expiring on December 31, 2029.

DESCRIPTION: The Mayor is authorized to appoint members to the Paris Bourbon County Economic Development Authority (EDA) and such appointments shall be confirmed by City Commission.

REQUESTED BY:

Name: Matt Belcher on behalf of Mayor Plummer

**CITY OF PARIS
ORDER 2025-88**

**A MUNICIPAL ORDER REAPPOINTING BILL MONEYPENNY TO THE
PARIS-BOURBON COUNTY ECONOMIC DEVELOPMENT AUTHORITY
BOARD FOR FOUR YEAR TERM ENDING DECEMBER 31, 2029**

WHEREAS, the Paris-Bourbon County Economic Development Authority authorizes the Mayor to make appointment of four positions to the Paris-Bourbon County Economic Development Agency. Such shall be confirmed by the Commission.

WHEREAS, the City has adopted Ordinance No 2019-13 which establishes limits for consecutive terms; and

WHEREAS, the current term of the appointee is set to expire December 31, 2025, and he has not met the maximum number of consecutive appointments; and

WHEREAS, the Mayor desires to reappoint the member; and

NOW THEREFORE be it ordered by the Board of Commissioners of the City of Paris that Pursuant to KRS 154.50-326(c) that the Mayor's reappointment of Charles Redwine to the Paris-Bourbon County Economic Development Agency at the end of his current term is approved for a new term ending December 31, 2029.

Enacted at the City Commission's regular meeting of December 8, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Municipal Order 2025-89; Appointment; Paris Bourbon County Board of Adjustments

DEPARTMENT: Administration

RECOMMENDED MOTION: Move to approve Municipal Order 2026-89 for the appointment of Shannon Jones to the Paris-Bourbon County Joint Board of Adjustments for a term expiring January 24, 2029.

DESCRIPTION: The Mayor is authorized to appoint members to the Paris Bourbon County Joint Board of Adjustments and such appointments shall be confirmed by City Commission.

REQUESTED BY:

Name: Matt Belcher on behalf of the Mayor

**CITY OF PARIS
ORDER 2025-89**

**A MUNICIPAL ORDER APPOINTING SHANNON JONES TO THE
JOINT BOARD OF ADJUSTMENTS TO FULFILL AN UNEXPIRED TERM
ENDING JANUARY 24, 2026, AND FOR A NEW THREE-YEAR TERM
ENDING JANUARY 24, 2029**

WHEREAS, the Joint Board of Adjustments is established pursuant to the City of Paris Code of Ordinances and KRS 100.217, and appointments to the Board are made by the Mayor with approval of the Board of Commissioners; and

WHEREAS, an unexpired term on the Joint Board of Adjustments presently exists and the Mayor desires to appoint Shannon Jones to fulfill this remaining term through January 24, 2026; and

WHEREAS, upon conclusion of the unexpired term, the Mayor further desires to appoint Shannon Jones to a new three-year term on the Joint Board of Adjustments beginning January 25, 2026 and ending January 24, 2029, in accordance with the term limits set forth in City Ordinance No. 2019-13; and

NOW THEREFORE, be it ordered by the Board of Commissioners of the City of Paris, Kentucky, that the Mayor's appointment of Shannon Jones to the Joint Board of Adjustments is hereby approved to fulfill the unexpired term ending January 24, 2026; and to serve a new three-year term beginning January 25, 2026, and ending January 24, 2029.

.Enacted at the City Commission's regular meeting of December 9th, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Municipal Order 2025-90; Personnel Order: Utility Office Admin I

DEPARTMENT: Human Resources

RECOMMENDED MOTION: Move to approve Municipal Order 2025-90 for the full-time hire of Tiffany Smith to the position of Utility Office Admin I, pay scale A1-5.

DESCRIPTION:

It is staff recommendation that Mrs. Smith be hired to fill the vacant position of Utility Office Admin I. Following a thorough interview process, she was identified as the most qualified candidate, demonstrating the knowledge, skills, and attributes necessary to serve effectively in this role.

This recommendation is contingent upon the successful completion of all required pre-employment screenings, with an anticipated start date of January 5, 2025.

REQUESTED BY:

Name: Jorell Flora, Human Resources
Marshella Hunt, Utility Billing Supervisor

**CITY OF PARIS
ORDER NO. 2025-90**

**A MUNICIPAL ORDER APPROVING THE FULL TIME HIRE OF TIFFANY
SMITH TO THE POSITION OF UTILITY ADMIN I**

WHEREAS, Tiffany Smith applied for the position of Utility Office Admin I during an open posting period and participated in the interview process; and

WHEREAS, Tiffany Smith was determined to be the best qualified candidate for the position; and

WHEREAS, the hiring department recommends Tiffany Smith for the full-time position of Utility Office Admin I; and

NOW THEREFORE, be it ordered by the Board of Commissioners of the City of Paris, Kentucky, that the full-time hire of Tiffany Smith to the position of Utility Office Admin I is hereby approved with an effective start date of January 5, 2026.

Enacted at the Board of Commissioners regular meeting December 9th, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Payment of Invoices: General and Utility Fund

DEPARTMENT: Finance

RECOMMENDED MOTION: Move to approve the payment of invoices for the period November 22 through November 26, 2025, totaling \$65,603.71 for the General Fund and \$209,301.04 for the Utility Fund.

DESCRIPTION: Attached is the summary of invoices for the General Fund (\$65,603.71) and Utility Fund (\$209,301.04). Both claims reports include data from the period November 22 through November 26, 2025.

The General Fund includes a payment to Bob Hook Chevrolet of \$53,161 for Public Works pickup truck. The Utility Fund includes a disbursement to Judy Construction Company in the amount of \$201,775.25 for Draw #12 related to water plant improvements. This project is estimated to be 60% complete, this project is funded through KIA loan funds.

REQUESTED BY:

Name:



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Municipal Order 2025-97; Personnel Order: Finance Specialist

DEPARTMENT: City Clerk

RECOMMENDED MOTION: Move to approve Municipal Order 2025-97 for the full-time hire of Christina Cunningham to the position of Finance Specialist, pay scale A5-4.

DESCRIPTION:

The Finance Specialist is a newly created and budgeted position for the City of Paris. The role was originally established to focus primarily on the collection of delinquent taxes. However, following a review of needs, the position has been realigned to serve as a primary point of public contact at a forward-facing service window for taking payments related to taxes, licensing, and also supporting collection efforts on past-due accounts. The Finance Specialist will report directly to the City Clerk/Treasurer.

Staff recommends approval of Municipal Order 2025-97 hiring Christina Cunningham to the position of Finance Specialist at a pay grade of A5-4. She brings experience in treasury and collections, making her well-suited for this role and the responsibilities assigned.

REQUESTED BY:

Name: Jorrell Flora, Human Resources
Stephanie Settles, City Clerk/Treasurer

**CITY OF PARIS
ORDER NO. 2025-97**

**A MUNICIPAL ORDER APPROVING THE FULL-TIME HIRE OF CHRISTINA
CUNNINGHAM TO THE POSITION OF FINANCE SPECIALIST**

WHEREAS, Christina Cunningham applied for the position of Finance Specialist during an open posting period and participated in the interview process; and

WHEREAS, Christina Cunningham was determined to be the best qualified candidate for the position;

NOW THEREFORE, be it ordered by the Board of Commissioners of the City of Paris, Kentucky, that the full-time hire of Christina Cunningham to the position of Finance Specialist is hereby approved with an effective start date of Monday, December 15, 2025.

Dated this 9th day of December 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Municipal Order 2025-92; Order Concerning Parks Dedicated to the Joint Parks and Recreation

DEPARTMENT: Administration

RECOMMENDED MOTION: Motion to approve municipal order 2025-92 related to the parks dedicated to the Joint Parks and Recreation Joint Board.

DESCRIPTION: The terms of the interlocal agreement concerning the joint parks board require a lease with the Board for use of all park properties. The original lease has expired. This Order authorizes the renewal of the lease and also that the Fiscal Court will be including that portion of the 1054 Millersburg Road park property in its renewed lease. The order and proposed lease are attached for your review. Also attached is the interlocal agreement if you would like to consult it.

REQUESTED BY:

Name: Bryan Beauman, City Attorney

**CITY OF PARIS
ORDER NO. 2025-92**

**A MUNICIPAL ORDER CONCERNING PARKS UNDER THE
CONTROL OF THE PARIS-BOURBON COUNTY JOINT PARKS
AND RECREATION BOARD**

WHEREAS, the City joined in an interlocal agreement with Bourbon County to establish a joint parks and recreation board and where such agreement requires the City and County to establish an agreement concerning park grounds with the joint agency and to lease real property for recreational use and other public purposes,

NOW THEREFORE be it ordered by the City Commission of the City of Paris, Kentucky as follows:

1. The original lease for park property between the City of Paris and the Paris-Bourbon County Joint Parks and Recreation Board shall be renewed and include Garrard Park, Chief Reed Park, Claysville Park, Ruckerville Park, Hopewell Springs Park, Thoroughbred Acres Park and the Patrick Brannon Memorial Dog Park. The Mayor is authorized to execute the renewed lease.

2. The City Commission understands the Bourbon County Fiscal Court intends to take similar action to renew its lease with the Paris-Bourbon County Joint Parks and Recreation Board and that the renewed lease will also include the designated portion of the 1054 Millersburg Road Park. The City Commission agrees such action is consistent with paragraph 5 of the City and County's interlocal agreement for a Joint Parks and Recreation Board which provides that the City and County "will enter into an appropriate agreement with the Board for" certain enumerated properties and that "[o]ther properties may be provided to the Board by either entity as may be appropriately determined by the entity owning the property."

Dated this 9th day of December, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTESTED BY:

Stephanie Settles, City Clerk

FISCAL COURT MEETING MINUTES
BOURBON COUNTY, KENTUCKY
NOVEMBER 24, 2025 @ 5:00 p.m.

HONORABLE: JUDGE MIKE WILLIAMS

ESQUIRES: KRISTAL CAMERON, BILL CONNER, LEWIS STUBBLEFIELD,
TODD EARLYWINE, BART HORNE & SCOTT WELLS

Everyone stood and Judge Williams opened the meeting with prayer and then everyone said the pledge.

Motion made by Esquire Earlywine, seconded by Esquire Horne to **APPROVE THE NOVEMBER 10, 2025 FISCAL COURT MEETING MINUTES** as submitted. Vote as follows:

Judge Williams	Yes	Esquire Stubblefield	Yes	Esquire Horne	Yes
Esquire Cameron	Yes	Esquire Earlywine	Yes	Esquire Lovell	Absent
Esquire Conner	Yes	Esquire Wells	Yes		

APPROVE THE TRANSFERS (3) as submitted. Transfers were waived.

Motion made by Esquire Cameron, seconded by Esquire Conner to **APPROVE THE CLAIMS**, as submitted. Vote as follows:

Esquire Conner	Yes	Esquire Wells	Yes	Judge Williams	Yes
Esquire Stubblefield	Yes	Esquire Horne	Yes	Esquire Cameron	Yes
Esquire Earlywine	Yes	Esquire Lovell	Absent		

NEW BUSINESS

A. Motion made by Esquire Horne, seconded by Esquire Stubblefield to **Approve Holiday Calendar for 2026**. Discussion: 2026 Holiday Calendar approved with no changes needed.

Vote as follows:

Esquire Stubblefield	Yes	Esquire Horne	Yes	Esquire Cameron	Yes
Esquire Earlywine	Yes	Esquire Lovell	Absent	Esquire Conner	Yes
Esquire Wells	Yes	Judge Williams	Yes		

B. Acknowledge Receipt of 2024 Excess Fees from County Clerk Closeout Audit.

Discussion: Santana, the county clerk, submitted a letter regarding the 2024 closeout audit, with the fiscal court receiving a check for \$1,171.19.

C. Motion made by Esquire Cameron, seconded by Esquire Horne to Approve closing Stockyards Bank Account #2365235.

Discussion: Judge Williams reported that the treasurer, Dana Boone, has been working on transitioning several accounts from Stockyards Bank to Traditional Bank accounts. The treasurer confirmed that all accounts being closed have been brought to zero balance, with only the general fund remaining active until all ACH deposits are redirected to the new bank.

Vote as follows:

Esquire Wells	Yes	Judge Williams	Yes	Esquire Stubblefield	Yes
Esquire Horne	Yes	Esquire Cameron	Yes	Esquire Earlywine	Yes
Esquire Lovell	Absent	Esquire Conner	Yes		

D. Motion made by Esquire Earlywine, seconded by Esquire Wells to Approve Closing Stockyards Bank Account #430042302.

Vote as follows:

Esquire Horne	Yes	Esquire Cameron	Yes	Esquire Earlywine	Yes
Esquire Lovell	Absent	Esquire Conner	Yes	Esquire Wells	Yes
Judge Williams	Yes	Esquire Stubblefield	Yes		

E. Motion made by Esquire Horne, seconded by Esquire Wells to Approve Closing Stockyards Bank Account #40339.

Vote as follows:

Esquire Lovell	Absent	Esquire Conner	Yes	Esquire Wells	Yes
Judge Williams	Yes	Esquire Stubblefield	Yes	Esquire Horne	Yes
Esquire Cameron	Yes	Esquire Earlywine	Yes		

F. Motion made by Esquire Cameron, seconded by Esquire Earlywine to Approve Closing Stockyards Bank Account #2306514.

Discussion: Judge Williams reported that the treasurer and staff have been working on transitioning several accounts from Stockyards Bank to Traditional Bank accounts. The treasurer confirmed that all accounts being closed have been brought to zero balance, with only the general fund remaining active until all ACH deposits are redirected to the new bank.

Vote as follows:

Judge Williams	Yes	Esquire Stubblefield	Yes	Esquire Horne	Yes
Esquire Cameron	Yes	Esquire Earlywine	Yes	Esquire Lovell	Absent
Esquire Conner	Yes	Esquire Wells	Yes		

G. Motion made by Esquire Conner, seconded by Esquire Stubblefield to Approve Closing Stockyards Bank Account #2396866.

Vote as follows:

Esquire Cameron	Yes	Esquire Earlywine	Yes	Esquire Lovell	Absent
Esquire Conner	Yes	Esquire Wells	Yes	Judge Williams	Yes
Esquire Stubblefield	Yes	Esquire Horne	Yes		

H. Motion made by Esquire Horne, seconded by Esquire Wells to Approve Closing Stockyards Bank Account #1129945.

Vote as follows:

Esquire Conner	Yes	Esquire Wells	Yes	Judge Williams	Yes
Esquire Stubblefield	Yes	Esquire Horne	Yes	Esquire Cameron	Yes
Esquire Earlywine	Yes	Esquire Lovell	Absent		

I. Motion made by Esquire Horne, seconded by Esquire Stubblefield to Approve Closing Stockyards Bank Account #19.

Vote as follows:

Esquire Stubblefield	Yes	Esquire Horne	Yes	Esquire Cameron	Yes
Esquire Earlywine	Yes	Esquire Lovell	Absent	Esquire Conner	Yes
Esquire Wells	Yes	Judge Williams	Yes		

- J. Motion made by Judge Williams, seconded by Esquire Horne for the **Consideration of Adding 1054 Millersburg Road Developed Venues to Joint Parks and Recreation Inter-Local Agreement.**

Discussion: Judge Williams explained that the Joint Parks and Recreation Board has recommended using the 1054 Millersburg Road property for youth baseball season, requiring its addition to the inter-local agreement. Only for developed venues, court sports and multi-purpose fields. Both governments have to approve, which would require approval from both the fiscal court and the city of Paris.

Vote as follows:

Esquire Earlywine	Yes	Esquire Lovell	Absent	Esquire Conner	No
Esquire Wells	Yes	Judge Williams	Yes	Esquire Stubblefield	No
Esquire Horne	Yes	Esquire Cameron	Yes		

- K. Motion made by Esquire Earlywine, seconded by Esquire Horne to **Approve Planning and Zoning Commission Appointment.**

Discussion: Re-Appoint Guy Bowman to a 4 year term, beginning tomorrow, November 26, 2025 and ending November 2029. We had not re-appointed him back in 2022.

Vote as follows:

Esquire Wells	Yes	Judge Williams	Yes	Esquire Stubblefield	Yes
Esquire Horne	Yes	Esquire Cameron	Yes	Esquire Earlywine	Yes
Esquire Lovell	Absent	Esquire Conner	Yes		

- L. Motion made by Esquire Horne, seconded by Esquire Cameron to ~~Approve Planning and Zoning Commission Appointment.~~ **BOARD OF ADJUSTMENT**

Discussion: Noel White was reappointed to a two-year term on the Board of Adjustment. End of term November 2027.

Vote as follows:

Esquire Horne	Yes	Esquire Cameron	Yes	Esquire Earlywine	Yes
Esquire Lovell	Absent	Esquire Conner	Yes	Esquire Wells	Yes
Judge Williams	Yes	Esquire Stubblefield	Yes		

- M. Motion made by Esquire Conner, seconded by Esquire Horne to ~~Approve Planning and Zoning Commission Appointment.~~ **BOARD OF ADJUSTMENT**
Discussion: Darrell Poynter was reappointed to a two-year term on the Board of Adjustment. End of term November 2027.

Vote as follows:

Esquire Lovell	Absent	Esquire Conner	Yes	Esquire Wells	Yes
Judge Williams	Yes	Esquire Stubblefield	Yes	Esquire Horne	Yes
Esquire Cameron	Yes	Esquire Earlywine	Yes		

- N. Motion made by Esquire Conner , seconded by Esquire Wells to Approve Advertising for Bids for County Clerk's Office Renovation.

Discussion: Motor vehicle registration office area. Ad will be put in next week's edition of the Citizen.

Vote as follows:

Judge Williams	Yes	Esquire Stubblefield	Yes	Esquire Horne	Yes
Esquire Cameron	Yes	Esquire Earlywine	Yes	Esquire Lovell	Absent
Esquire Conner	Yes	Esquire Wells	Yes		

- O. Status on Christmas Luncheon Cost.

Discussion: Friday December 19, 2025. Judge Williams reminded everyone about the Christmas employee luncheon scheduled for Friday, December 19th, with elected officials sharing the cost of \$1,900 (\$158.33 each).

- P. Motion made by Esquire Earlywine, seconded by Esquire Horne for Consideration of Joining SYB (Stockyards Bank) in Litigation Regarding Unclaimed Bearer Bonds in the Name of the Bourbon County Public Properties Corporation in 1963.

Discussion: The court approved joining Stockyards Bank in litigation regarding unclaimed bearer bonds (approximately \$50,000) in the name of the Bourbon County Public Properties Corporation from 1963 related to the building of Bourbon Heights. There are still bonds in the name of the Bourbon County. The Bourbon County Fiscal Court still owns the land that Bourbon Heights stands on. Crumbie gave the land to the public property's corporation

Vote as follows:

Esquire Conner	Yes	Esquire Wells	Yes	Judge Williams	Yes
Esquire Stubblefield	Yes	Esquire Horne	Yes	Esquire Cameron	Yes
Esquire Earlywine	Yes	Esquire Lovell	Absent		

Q. Motion made by Esquire Horne, seconded by Esquire Conner to **Approve Sheriff's 2025 Proposed Budget Amendment.**

Discussion: Sheriff Asbury and Alissa presented a 2025 Sheriff's budget amendment to reallocate funds for computer maintenance and supplies, explaining that many deputies were using computers from 2006 that needed upgrading for the new web-based dispatch system. Sheriff Asbury proposed amending the 2025 budget to reallocate funds from unfilled deputy positions and gasoline to computer maintenance and supplies for necessary technology upgrades.

Vote as follows:

Esquire Stubblefield	Yes	Esquire Horne	Yes	Esquire Cameron	Yes
Esquire Earlywine	Yes	Esquire Lovell	Absent	Esquire Conner	Yes
Esquire Wells	Yes	Judge Williams	Yes		

R. Adjourn

Motion made by Esquire Earlywine, seconded by Esquire Cameron to adjourn at 5:37p.m.

All in favor say aye!



**OFFICE OF THE GOVERNOR
DEPARTMENT FOR LOCAL GOVERNMENT**

Matthew G. Bevin
Governor

1024 Capital Center Drive, Suite 340
Frankfort, Kentucky 40601
Phone: (502) 573-2382
Fax: (502) 573-2939
www.kydlgweb.ky.gov

Sandra K. Dunahoo
Commissioner

June 24, 2018

Hon. Michael R. Williams
Bourbon County Judge/Executive
Bourbon County Fiscal Court
301 Main Street
Paris, KY 40361

RE: ICA 18-018: Bourbon County and the City of Paris; Parks & Recreation Program

Dear Judge Williams:

Enclosed please find the above-referenced Interlocal Agreement. The Department for Local Government (DLG) has retained a copy of the Agreement for DLG's files. This Agreement must also be filed with the Bourbon County Clerk and the Secretary of State to have force of law, as per KRS 65.290. If you have any questions or comments, please contact me at (800) 346-5606.

Respectfully,

A handwritten signature in cursive script that reads "Darren T. Sammons".

Darren T. Sammons
Staff Attorney

Enc.





**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF PARIS AND
BOURBON COUNTY FOR THE OPERATION OF THE JOINT
PARKS AND RECREATION PROGRAM**

THIS AGREEMENT, by and between the CITY OF PARIS, Kentucky, a municipal corporation, [the "City"], and BOURBON COUNTY, KENTUCKY, by and through its Fiscal Court, [the "County"].

WHEREAS, the City and County previously stated their desire for the joint operation of a Parks and Recreation program by an agreement of November 1, 2000 [the "Program"];

WHEREAS, the legislative bodies of the City and County desire to create a Parks & Recreation Board to enhance recreational opportunities in the Paris-Bourbon County community while complying with the provisions of Kentucky Revised Statutes Chapters 97 and 65.

NOW THEREFORE, IT IS UNDERSTOOD AND AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. Purpose of Agreement: The parties desire to exercise the option for the Paris-Bourbon County community as authorized under KRS Chapter 97 for the creation of a joint Parks and Recreation Board [the "Board"]. Such purpose includes, but is not limited to, operating, maintaining, developing and/or leasing, parks, playgrounds and recreation centers. The Board's operation of the Program shall include, among other things, the oversight and management of the facilities dedicated to it by the City and the County and for parks and recreational programming within those facilities and elsewhere in the Community as may be warranted. In carrying out its functions, the Board's operation of facilitates shall make every effort to continue the support for the Bourbon County Fair and give priority to that event's use of facilities.

2. Duration: The duration of the Board shall be perpetual.

3. Termination: Either party may terminate this Agreement by vote of the respective legislative body for the City and County and providing notice 90 days in advance of the corresponding governmental entity's fiscal year. In the event of termination, any property contributed or leased by the governmental bodies shall revert to those contributing governmental entities. All property acquired by the Board including any grant, devise, other funds and any other property acquired by the Board shall revert in equal portions to the City of Paris and Bourbon County or be disposed of by those entities according to Kentucky law regarding disposition of property owned by a local governmental entity.

Notice of termination shall be provided:

To the City: City Manager
City of Paris
525 High Street
Paris, KY 40361

To the County: Bourbon County Judge-Executive
Bourbon County Courthouse
301 Main Street
Paris, KY 40361

4. Grant of Authority: KRS 97.035(1) provides:

"if two (2) or more political subdivisions [Bourbon County and the City of Paris] determine to jointly establish, maintain and conduct a park and recreation system or systems..., the legislative bodies of such count[y and] cit[y] involved may by...resolution approve a plan for the establishment of such joint project and for the creation of a joint board representative of the subdivisions involved and possessed with all the powers and duties of KRS 97.010 to 97.050."

Pursuant to this provision, the legislative bodies of the parties have established the Paris/Bourbon County Joint Parks and Recreation Board [the "Board"]. The parties grant to the Board all powers and duties provided under KRS 97.010 to 97.055. This authority is necessary to operate the Program within the parties' jurisdictions in the same manner it could be operated by either Party. The Parties shall have no involvement in the daily operation of the Program. The Board

shall delegate responsibility for the Program's daily operations to its Director. The appointment of board members and the allocation of funds shall be set out below. Any variance between the powers and authorities granted in this Agreement, recognized prior to this Agreement and those provided in KRS 97.010 to 97.050 shall be resolved first in favor of those powers expressly granted in this Agreement, then in favor of those provided by KRS 97.010 to 97.050.

5. Separate Administrative Entity and Operational Conditions: The administration of the Program shall be undertaken by a joint board consisting of seven (7) persons known to be persons experienced in or knowledgeable about public recreation, to be appointed by the parties to this Agreement as follows:

A. Three (3) members shall be appointed by the County Judge-Executive and approved by the Fiscal Court;

B. Three (3) members shall be appointed by the Mayor of the City and approved by the City Commission;

C. One (1) member shall be jointly appointed by the County Judge-Executive and the Mayor of the City and approved by the Fiscal Court and the City Commission;

In order to stagger vacancies on the Board the initial appointments shall be made in the following manner:

<i>Board Position</i>	<i>Initial Appointee's Term Expiration Date</i>
City Appt. #1	Two years from appointment
City Appt. #2	Four years from appointment
City Appt. #3	Four years from appointment
County Appt. #1	Two years from appointment
County Appt. #2	Four years from appointment

County Appt. #3

Two years from appointment

Joint Appointee

Three years from appointment

Thereafter, all terms for all appointees shall be for four years and Board members may serve two (2) full consecutive terms. Additionally, a board member may serve a partial term in addition to two (2) full terms if said board member is serving out a partial term for a previous board member who did not complete his or her term. In any event, a board member shall serve until the end of his or her term and a successor has been appointed.

Members of the Board shall serve without compensation, but shall be reimbursed for necessary expenses incurred in the performance of their duties. The Board's Director shall report to the City Commission and Fiscal Court ninety (90) days before any Board position expires.

The Board shall be responsible for policy decisions, programs to offer, grants to recommend, the appointment and management of all personnel including the Board's Director, preparation of an operating budget and its submission to the parties for funding. The Board shall formulate all policies and operational guidelines and employ qualified persons for the daily management of the Program. The authority and the appointment of the Board shall be in accordance with KRS 97.010 *et. seq.*

The Director and any employees of the Board shall be County employees for purposes of payroll, retirement and health and life insurance benefits. In no event shall this Agreement be interpreted or construed to create an employer-employee relationship between the City to this Agreement and personnel of the Board.

The County, pursuant to this Agreement and employer of Board employees shall be responsible for fifty percent (50%) of all obligations to the Kentucky Retirement Systems as a

result of its acknowledgement and acceptance of responsibility as required by the Kentucky Retirement Systems. The City of Paris covenants that any additional obligation encountered by the County as a result of its acceptance of responsibility for the personnel of the Board as required by the Kentucky Retirement Systems, regardless of the source of that obligation, shall be an obligation of the City of Paris and it shall reimburse the County for the remaining fifty percent (50%) of all obligations to the Kentucky Retirement Systems.

As required in KRS 97.035(3), the Paris/Bourbon County Joint Parks and Recreation Board “shall constitute a body corporate for all purposes, and shall elect from its membership a chairman, secretary and treasurer. The treasurer shall execute a bond conditioned on the faithful performance of his or her duties, sufficient in amount to cover funds coming into the treasurer’s hands. The premium on such bond shall be paid from Board funds.” The Board shall comply with the applicable provisions of KRS Chapter 65A.010-100 concerning Special Purpose Governmental Entities except that the Board shall follow the provisions of this Agreement which contain more restrictive or more frequent requirements and provisions.

The parties will enter into an appropriate agreement with the Board for the following properties:

From the City of Paris: Garrard Park, Chief Reed Park, Claysville Park, Ruckerville Park, Hopewell Springs Park, Thoroughbred Acres Park and the Patrick Brannon Memorial Dog Park.

From Bourbon County: Legion Park which shall also include the area known as the Fairgrounds.

Other properties may be provided to the Board by either entity as may be appropriately determined by the entity owning the property.

6. Fiscal Responsibility: The City of Paris and Bourbon County shall share equally in the funding of the operational costs of the Board and Program. This Agreement to share equally does not preclude the periodic contribution by either government to a special project on the property of either government.

The Board's fiscal year shall be from July 1 through June 30. No later than two months prior to the end of the current fiscal year, the Board shall submit a proposed annual itemized operating budget, including anticipated income and expenditures, for the next succeeding fiscal year to the Fiscal Court and City Commission. In the event that either the Fiscal Court or the City Commission does not approve the proposed budget, the Board shall operate according to the provisions of the last approved budget. The Board shall obtain an annual audit performed by a Certified Public Accountant upon the same schedule required by the City of Paris. A completed copy of the audit shall be provided to the parties not later than the submission of the first proposed annual budget subsequent to the completion of the audit.

The Board shall adopt a policy and procedure for procurement of items and shall comply with any controlling law applicable to procurement.

All capital projects shall be the expense of the Board subject to the approval of the legislative bodies of the City and County. Approval for capital projects shall be sought by the Board through its annual budget planning process and presented to the local legislative bodies no later than two months before the end of the then current fiscal year. The City and County may agree on a capital project without a request from the Board. The Board shall not expend any funds toward the construction of any capital project without having obtained this prior approval of the Fiscal Court and the City Commission through the budget planning process. Should the need for a capital project arise on an emergency basis and which was not earlier included in the

budget planning process, the Board may seek approval from the local legislative bodies. "Capital projects" shall be defined as projects which have an expected useful life in excess of five (5) years and which have a cost in excess of \$20,000.00.

Each quarter the City and County shall pay into the Program an equal quarterly amount. The Board shall be responsible for all of its financial obligations, including, but not limited to, the wages of its employees, required withholdings, retirement and social security. The parties to this Agreement shall not be required to make additional contributions to the Program other than that set out in each Party's annual budget. The Board shall provide all necessary insurance coverage in amounts reasonably necessary to protect the parties, the Board, its employees and its programs from liability arising out of its programs and operations.

Grant applications shall be filed in the name of the respective government, i.e., grant funds sought for a program or facility in the City shall be filed by the City. Grant applications for funds sought for a program or facility in both the City and County may be filed by either government. Such applications, however, shall require the approval of both governments in advance of the grant submission. Upon receipt, grant funds and any construction or purchasing required as part of the grant shall be administered by the applicant and not the Board. The responsibility and control of any new facility or property purchased with grant funds shall be turned over to the Board at the conclusion of the grant program.

The Board's Director shall hire and fire employees, according to law, with Board approval. The Board shall adopt personnel policies applicable to its employees. The Board may enter into agreements with either Party or with other parties for the provision of personnel. The Board shall not own but may lease real estate. The Board may own vehicles and equipment necessary to its programs.

7. Acceptance and Acknowledgement of Responsibilities and Obligations: It is further stipulated by the parties that while they are establishing the Board with the authority to manage daily operations, personnel, capital, program planning and policy determination, the City of Paris and Bourbon County are ultimately responsible for the Program, its operation and policies.

8. Effective Date: This Agreement shall be effective the first working date following:

a) The approval of this Agreement, by resolution, motion or otherwise by the respective legislative bodies of the parties;

b) The receipt of a notice of the approval of this Agreement from the Office of Local Government as required by KRS 65.260; and

c) The recording of a certified copy of this Agreement with the Bourbon County Clerk and the Secretary of State pursuant to KRS 65.250.

All expenses incurred obtaining approval of this Agreement shall be paid from the Program budget.

9. Entire Agreement: This document contains the entire agreement between the parties. No authority or responsibility is created except as set out in this Agreement. Neither party relies on any representation, promise or covenant not specifically contained in this Agreement.

10. Severability: No provision of this Agreement is dependent upon any other provision for its effectiveness. In the event any provision is determined to be illegal or otherwise unenforceable, such determination shall have no effect on the remaining sections.

WITNESS OUR HANDS this 1st day of June, 2018.

CITY OF PARIS

BY: 

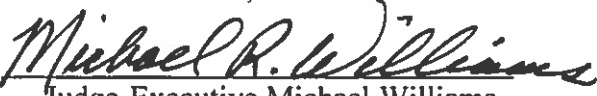
Mayor Michael Thornton

ATTEST:



CITY CLERK

BOURBON COUNTY, KENTUCKY

BY: 

Judge-Executive Michael Williams

ATTEST:



FISCAL COURT CLERK

Approved by _____ on the ____ day of _____, 2018.

Commissioner, _____
Department of Local Government
Commonwealth of Kentucky

INTERLOCAL COOPERATION AGREEMENT

ICA 18-018: The City of Paris and Bourbon County: Joint Parks & Recreation Program.

Reviewed for compliance with KRS 65.210 to 65.300
and recommended for approval:

Darren Sammons

Darren T. Sammons
Staff Attorney
Department for Local Government

06/21/18

Date

Approved:

Sandra K. Dunahoo

Sandra K. Dunahoo
Commissioner
Department for Local Government

06/24/18

Date



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Municipal Order 2025-93; Phase II Police Department Revised and Additional Policies
DEPARTMENT: Police

RECOMMENDED MOTION: Move to approve Municipal Order 2025-93 approving Phase II of policy additions and revisions for the Police Department.

DESCRIPTION:

The Police Department is currently conducting a review of all Standard Operating Procedure (SOP) policies. As part of this process, we will present the updated policies to the Commission for consideration and approval in several grouped phases to ensure a thorough and organized review.

At this time, the department respectfully requests approval of the following policies:

PA-001-2025 Active Shooter
PA-002-2025 Amber Alert
PA-003-2025 Biased Based Policing
PA-004-2025 Dealing with Persons of Diminished Capacity
PA-005-2025 Domestic Violence
PA-006-2025 Emergency Roadway Assistance
PA-007-2025 Fire Safety- Entering Burning Buildings
PA-008-2025 Firearms
PA-009-2025 Foot Pursuit
PA-010-2025 Golden Alert- Green Alert
PA-011-2025 Hazardous Materials
PA-012-2025 Hospital Guard Detail
PA-013-2025 Juvenile Operations
PA-014-2025 Knife or Cutting Tools
PA-015-2025 Less-Lethal Weapons
PA-016-2025 Limited English Proficiency
PA-017-2025 Manufactured Tourniquets
PA-018-2025 Motor Vehicle Stops & Searches
PA-019-2025 Persons with Disabilities
PA-020-2025 Prisoner Transportation
PA-021-2025 Response to Resistance
PA-022-2025 Safe Infants Act
PA-023-2025 Safety Equipment
PA-024-2025 Stop, Arrest, and Search of Persons
PA-025-2025 Use of Intranasal Naloxone
PA-026-2025 Vehicle Inspection
PA-027-2025 Vehicle Operations

PA-028-2025 Vehicle Pursuit
PA-029-2025 Vehicle Towing
RE-001-2025 Arrest and Citation
RE-002-2025 Prescription Drug Take-Back
RE-003-2025 Property Room Evidence Management
RE-004-2025 Safe Storage of Firearms
RE-005-2025 Sexual Assault Evidence Collection Kits
SO-001-2025 Program Canine
SO-002-2025 Community Engagement
SO-004-2025 Drone
SO-005-2025 Escorts
SO-006-2025 Honor Guard
SO-007-2025 Public Information -Media
SO-008-2025 School Resource Officers
SO-009-2025 Special Purpose Vehicles
SO-010-2025 SRT
SO-011-2025 Traffic Safety Checkpoint

REQUESTED BY:

Name: Police Department

**CITY OF PARIS
ORDER NO. 2025-93**

**A MUNICIPAL ORDER APPROVING CERTAIN PARIS POLICE
DEPARTMENT POLICIES**

WHEREAS, the Police Department is currently conducting a review of all items in the Paris Police Department Policies and Procedures Manual and will propose revisions and additions for approval by the City Commission in multiple parts;

WHEREAS, the City Commission has reviewed and considered the proposed policies listed below;

NOW THEREFORE, be it ordered by the City Commission of the City of Paris, Kentucky, that the following proposed policies are hereby adopted for inclusion in the Paris Police Department Policies and Procedures Manual:

PA-001-2025 Active Shooter
PA-002-2025 Amber Alert
PA-003-2025 Biased-Based Policing
PA-004-2025 Dealing with Persons of Diminished Capacity
PA-005-2025 Domestic Violence
PA-006-2025 Emergency Roadway Assistance
PA-007-2025 Fire Safety- Entering Burning Buildings
PA-008-2025 Firearms
PA-009-2025 Foot Pursuit
PA-010-2025 Golden Alert- Green Alert
PA-011-2025 Hazardous Materials
PA-012-2025 Hospital Guard Detail
PA-013-2025 Juvenile Operations
PA-014-2025 Knife or Cutting Tools
PA-015-2025 Less-Lethal Weapons
PA-016-2025 Limited English Proficiency
PA-017-2025 Manufactured Tourniquets
PA-018-2025 Motor Vehicle Stops & Searches
PA-019-2025 Persons with Disabilities
PA-020-2025 Prisoner Transportation
PA-021-2025 Response to Resistance
PA-022-2025 Safe Infants Act
PA-023-2025 Safety Equipment
PA-024-2025 Stop, Arrest, and Search of Persons
PA-025-2025 Use of Intranasal Naloxone
PA-026-2025 Vehicle Inspection
PA-027-2025 Vehicle Operations
PA-028-2025 Vehicle Pursuit
PA-029-2025 Vehicle Towing

RE-001-2025 Arrest and Citation
RE-002-2025 Prescription Drug Take-Back
RE-003-2025 Property Room Evidence Management
RE-004-2025 Safe Storage of Firearms
RE-005-2025 Sexual Assault Evidence Collection Kits
SO-001-2025 Program Canine
SO-002-2025 Community Engagement
SO-004-2025 Drone
SO-005-2025 Escorts
SO-006-2025 Honor Guard
SO-007-2025 Public Information -Media
SO-008-2025 School Resource Officers
SO-009-2025 Special Purpose Vehicles
SO-010-2025 SRT
SO-011-2025 Traffic Safety Checkpoint

These listed policies revise and replace any existing policy concerning the same subject matter.

This Order shall become effective immediately.

Dated this 9th day of December 2025.

John A. Plummer, Mayor

ATTESTED BY:

Stephanie Settles, Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Municipal Order 2025-94; Authorizing a Market Money Fund

DEPARTMENT: Finance

RECOMMENDED MOTION: Motion to approve Municipal Order 2025-94 Open Market Money Fund with Kentucky League of Cities Investment Pool.

DESCRIPTION: This resolution will allow the City to open an account with the Kentucky League of Cities (KLC) Investment Pool.

This motion was approved by the Investment Committee on November 17, 2025.

Starting in February 2024, the City began diversifying its savings balance into certificates of deposits (CDs) with local financial institutions. At the time, rates on CDs ranged from 4 to 4.75%, rates that were well in excess of the current savings rate of 3.5% with the City's checking and savings accounts.

Over the last year, with cuts to the federal funds rate, rates on CDs have fallen below the interest rates for the City's checking and savings accounts. Staff would like to take this opportunity to move a small amount of the savings balance into a money market account managed by KLC. Keeping funds at the money market level will ensure a very low risk rate with a potential to earn more than the current.

Staff is recommending initially applying \$250,000 from the General Fund balance towards a money market account.

Additionally, staff recommends having up to \$1 million from the General Fund and up to \$500,000 from the Utility Fund available for additional investments if returns are within expectations of the Investment Committee.

This would still leave sufficient funds available in the operating account for the General Fund.

The use of money market funds is consistent with City Ordinance 23.400-23.412 governing investment and staff is recommending proceeding with KLC Investment Pool in line with the City Ordinance.

REQUESTED BY:

Name: Brad Oberlander, CPA
Investment Committee

**CITY OF PARIS
ORDER 2025-94**

**A MUNICIPAL ORDER CONCERNING OPENING A KENTUCKY LEAGUE
OF CITIES INVESTMENT POOL ACCOUNT**

WHEREAS, the City of Paris has determined that it is in the public interest to invest funds in a conservative and fiscally responsible manner;

WHEREAS, in the current market a Money Market Fund with Kentucky League of Cities Investment Pool, specifically Money Market Fund's provides an anticipated increase in the investment returns currently being gained on City funds.

NOW THEREFORE be it ordered by the Board of Commissioners of the City of Paris that the Mayor, City Manager, City Clerk and Finance Director are authorized to execute all necessary documents to fund an initial \$250,000 from the General Fund into a money market fund with Kentucky League of Cities Investment Pool and authorize up to \$1 million from the General Fund and \$500,000 million from the Utility Fund.

Dated this 9th day of December, 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Municipal Order 2025-95; Approval of Purchase and Subscription Body Worn Cameras
DEPARTMENT: Police

RECOMMENDED MOTION: Move to approve Municipal Order 2025-xx approving a contract with Motorola Solutions for body-worn cameras and services, and authorize the Mayor, City Manager, City Attorney and City Clerk to finalize and execute all necessary documents to complete the purchase. Further authorizing the approval of the purchase in the amount of \$104,358.40.

DESCRIPTION:

The Police Department solicited sealed bid for the purchase of Body Worn Cameras. This bid opening was conducted on December 4, 2025. Two bids were received as part of this process:

- Axon Enterprise: \$180,575.20
- Motorola Solutions: \$104,358.40

These bid proposals provide service for a 5 year term.

Following the review of the sealed bid proposals, staff determined that Motorola Solutions provides the most advantageous proposal. In addition to offering the lowest overall cost, Motorola Solutions delivers a comprehensive service package that meets departmental operational needs.

Based on cost, service capabilities, contract advantages, and overall value, staff recommends awarding the contract to Motorola Solutions in the amount of \$104,358.40.

Bid tabulation is attached hereto, copies of the full bid packages can be requested in the purchasing department.

REQUESTED BY:

Name: Police Department

The City of Paris
BID OPENING

DATE December 4, 2025

TIME 10:00 am

DEPT/ORGANIZATION Police Department

EQUIPMENT/SERVICES SEALED BIDS Body Worn Cameras

Bid Number	Date Received	Time Received	Name of Bidder	Bid Amount
1	12.3.25	11:35AM	Axon	180,575.20
2	12.4.25	9:30AM	Motorolla	104,358.40

Bids Opened By:

M. Williamson
[Signature]
Scott Zohar

**CITY OF PARIS
ORDER 2025-95**

**A MUNICIPAL ORDER APPROVING A FIVE-YEAR SUBSCRIPTION
AGREEMENT WITH MOTOROLA SOLUTIONS FOR BODY-WORN CAMERA
SERVICES**

WHEREAS, the City of Paris Police Department has identified the need to implement a body-worn camera program to enhance officer safety, accountability, and transparency; and

WHEREAS, Motorola Solutions has offered a subscription-based agreement to provide body-worn camera equipment, associated software, cloud storage, maintenance, and support services; and

WHEREAS, the subscription agreement spans a five-year term with the following annual subscription costs:

Year 2: \$20,871.68

Year 3: \$20,871.68

Year 4: \$20,871.68

Year 5: \$20,871.68

for a total five-year subscription cost of \$ 104,358.40; and

WHEREAS, the Board of Commissioners finds it in the best interest of the City to enter into said five-year subscription agreement;

NOW THEREFORE, be it ordered by the Board of Commissioners of the City of Paris, Kentucky, that the subscription agreement with Motorola Solutions for body-worn camera services is hereby approved for a five-year term under the pricing outlined above.

This Order shall become effective immediately.

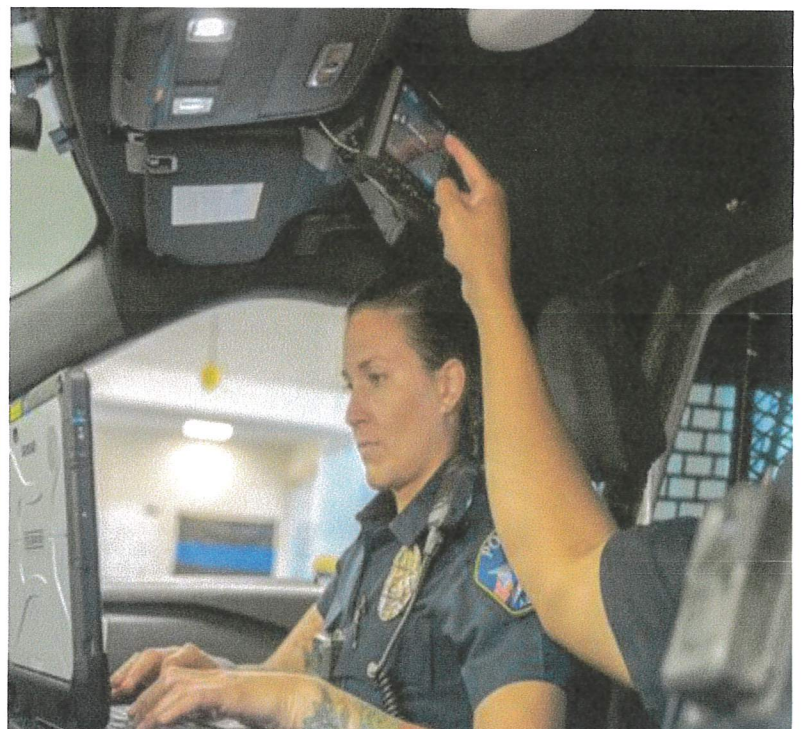
Dated this 9th day of December 2025.

CITY OF PARIS, KENTUCKY

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS POLICE DEPT, CITY OF

(30) V700

11/18/2025

Billing Address:
PARIS POLICE DEPT, CITY OF
525 HIGH ST STE 300
PARIS, KY 40361
US

Quote Date:11/18/2025
Expiration Date:01/17/2026
Quote Created By:
Hank Sznewajs
Hank.Sznewajs@
motorolasolutions.com

End Customer:
PARIS POLICE DEPT, CITY OF
AGREEMENT: WG AGREEMENT

Summary:

This Motorola quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then the following Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products which is found at <http://www.motorolasolutions.com/product-terms>

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
V700							
1	WGP02950	V700 BATTERY, 3.8V, 4180MAH, REMOVABLE	30		\$137.50	\$110.00	\$3,300.00
2	WGB-0138A	TRANSFER STATION, 8 SLOTS, FOR V300/V700 BWC	2		\$1,499.00	\$1,199.20	\$2,398.40
3	WGP02798-KIT	V700 MAGNETIC MOUNT WITH BWC BOX	30		Included	Included	Included
4	WGB-0741A	V700 BODY WORN CAMERA FIRSTNET READY	30		\$968.00	\$774.40	\$23,232.00
5	LSV07S03512A	ESSENTIAL SERVICE W/ACC DMG AND ADV REPLACEMENT - V700	30	5 YEARS	\$552.00	\$441.60	\$13,248.00
CommandCentral DEMS							
6	SSV00S05158A	COMMANDCENTRAL DEMS PLUS SERVICE	30	5 YEAR	\$1,980.00	\$1,150.00	\$34,500.00
7	SSV00S05160A	COMMANDCENTRAL DEMS UNLIMITED STORAGE PER BODYWORN CAMERA	30	5 YEAR	\$1,020.00	\$816.00	\$24,480.00



Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
8	PSV00S05487A	MOBILE VIDEO REMOTE CLOUD DEPLOYMENT	1		\$3,200.00	\$3,200.00	\$3,200.00

Subtotal \$145,923.00

Total Discount Amount \$41,564.60

Grand Total \$104,358.40(USD)

Pricing Metric :
Price is indicative of the following -
of Devices - 30

Pricing Summary

	Sale Price
Upfront Costs for Hardware, Accessories and Implementation (if applicable)	\$20,871.68
Year 2 Subscription Fee	\$20,871.68
Year 3 Subscription Fee	\$20,871.68
Year 4 Subscription Fee	\$20,871.68
Year 5 Subscription Fee	\$20,871.68
Grand Total System Price (Inclusive of Upfront and Annual Costs)	\$104,358.40

**Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.*

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- This quote contains items with approved price exceptions applied against them.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



V700 BODY-WORN CAMERA SOLUTION DESCRIPTION

The V700 body-worn camera captures clear video and audio of every encounter from the user's perspective. Its continuous-operation capabilities allow constant recording, helping the user to capture every detail of each situation and create a reliable library of evidence for case building and review. The V700 can stream live video and report real time GPS location through a built-in LTE modem, directly to the suite of CommandCentral applications.

The V700 is easy to operate, with four control buttons. Its innate Record-After-the-Fact® (RATF) technology enables the device to capture important video evidence that can be retrieved hours or days after an incident occurs, even if a recording is not triggered by the user or sensor. With RATF, officers can prioritize response to immediate threats versus manually activating their camera.

KEY FEATURES OF THE V700

- **Detachable Battery** – The V700's detachable battery allows officers to switch to a fully-charged battery if their shift goes longer than expected. Since the battery charges without being attached to the V700, the battery is kept fully charged in the dock ready for use. This feature is especially helpful for agencies that share body-worn cameras with multiple officers.
- **Wireless Uploading** – Recordings made by the V700 are uploaded to the agency's evidence management system via LTE or WiFi. This enables easy transfer of critical recordings to headquarters for immediate review or long-term storage.
- **Real-time Location and Video Streaming** – With built-in LTE connectivity, the V700 paired with CommandCentral Aware will send location updates and stream live video to a dispatch center or Real Time Crime Center (RTCC) giving the agency a complete and accurate view of their officers for better coordination and quicker response times.
- **LTE Service Ready** – The V700 is approved for use on Verizon and FirstNet networks in the U.S. and Bell Mobility in Canada. The V700 will ship with a pre-installed SIM from both carriers, ready for service activation upon arrival with a data plan that best suits the agency's needs. LTE service activation would be on the agency's carrier account.
- **Data Encryption** – The V700 uses FIPS-140-2 compliant encryption at-rest and in-transit. This ensures recordings made by the agency's officers are secure from unauthorized access.
- **Record-After-The-Fact®** – Our patented Record-After-the-Fact® technology captures footage even when the recording function is not engaged. The camera user or admin can request video footage from a specific point in the past to be uploaded to the evidence management system, hours or even days after the event occurred.
- **Natural Field of View** – The V700 eliminates the fisheye effect from wide-angle lenses that warps video footage. Distortion correction ensures a clear and complete evidence review process. The V700's high quality, low light sensor captures an accurate depiction of recorded events, even in challenging lighting conditions.
- **SmartControl Application** – To maximize efficiency in the field, the Motorola Solutions SmartControl app enables V700 users to preview video recordings, add or edit tags, change camera settings and view live video from the camera. The app is available for both iOS and Android phones.
- **In-Field Tagging** – The V700 enables easy in-field event tagging. It allows officers to view event tags and save them to the appropriate category directly from the body-worn camera or via the SmartControl app.
- **Auto Activation** – The V700 body-worn camera(s) paired with an M500 or 4RE in-car video system(s) can form a recording group, which automatically starts recording when one of the devices begins to record. Each device can be configured to initiate a group recording using triggers like lights, sirens, doors, gun racks, and other auxiliary inputs. Up to eight V700s can form a recording group and collaborate on recordings, without a

corresponding in-car video system, using similar triggers. Group recordings are uploaded and automatically linked to the evidence management system as part of one event.

V700 AND IN-CAR VIDEO INTEGRATION

The V700 integrates seamlessly with the M500 or 4RE in-car video systems, capturing video of an incident from multiple vantage points. This integration includes the following features:

- **Distributed Multi-Peer Recording** – Multiple V700 body-worn cameras and in-car video systems can form a recording group and based on the configuration, automatically start recording when one of the devices begins to record. Group recordings are uploaded and automatically linked to the evidence management system as part of one incident.
- **Automatic Tag Pairing** – Recordings captured by integrated V700 body-worn cameras and in-car video systems can be uploaded to the evidence management system with the same tags. From the in-car video system's display, videos can be saved under the appropriate tag category. The tag is then automatically shared with the V700 video and uploaded as part of one incident along with the officer's name.
- **Evidence Management Software** – When V700 body-worn cameras and in-car video systems record the same incident, the Motorola Solutions evidence management software automatically links those recordings based on officer name, date, and time overlap.
- **Additional Audio Source** – The V700 can serve as an additional audio source when integrated with the in-car video system. The V700 also provides an additional view of the incident and inherits the event properties of the in-car video system's record, such as officer name, event category, and more, based on configuration.
- V700 and APX Radio Integration

Motorola Solutions' APX two-way radios can pair with V700 body-worn cameras to automate video capture through Bluetooth. When the APX's emergency mode button is pressed, or the Man Down feature is activated, the V700 is triggered to start recording immediately. The recording will continue until manually stopped by the officer via the start/stop button on the V700 or group in-car video system.

HOLSTER AWARE™ INTEGRATION

The V700 integrates with a Holster Aware™ sensor through Bluetooth. If configured, the sensor automatically prompts the V700 to record the moment the holstered equipment is drawn. The holster sensor information is stored with the V700 user profile and uploaded to the evidence management system. If the user is assigned to a different camera, the holster sensor information will be applied to the new camera. The holster sensor allows officers to record high-stress events as they unfold, without having to sacrifice situational awareness by manually activating the V700.

DOCKING STATIONS

The V700 has three docking options:



Transfer Station – The Transfer Station is built for large, multi-location agencies with large numbers of V700 cameras in service at any given time. It can charge up to eight fully assembled body-worn cameras or individual batteries. The eight docking slots include an LED indication of a battery charging and upload status. While the V700 charges, the Transfer Station can automatically offload recordings from the camera to the evidence management system via an integrated 2.5Gb switch. The Transfer Station connects directly to the LAN for fast offload of recorded events to storage, while charging the body-worn camera battery. The Transfer Station supports comprehensive device management capabilities, such as camera configuration, checkout and officer assignment options; rapid checkout, kiosk, and individual camera checkout; automatic firmware and configuration updates.



USB Base – The USB Base charges the battery of a single V700 or standalone battery pack. The USB Base can be mounted in a vehicle or attached to a desktop or Mobile Data Computer with 12V or USB connection for power. The USB Base has LED indications for battery charging status and upload, and an ambient light sensor for optimal LED brightness control from bright sunlight to the dim interior of a patrol car. When connected to a laptop or desktop computer, the USB Base can be used to upload recordings to the evidence management system, as well as, receive firmware and configuration updates.



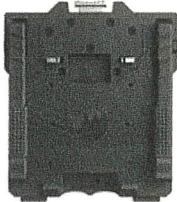
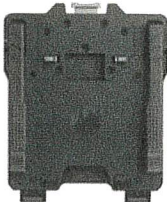
Wi-Fi Base – The Wi-Fi Base is mounted in a vehicle. It facilitates V700 upload of video evidence to the evidence management system, firmware updates, communication between V700 and in-car video system group devices and charges fully assembled V700s or individual battery packs. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from bright sunlight to the dim interior of a patrol car.





MOUNTING SOLUTIONS

V700 is compatible with the entire line of V300 mounting solutions as depicted below.

WGP02798	WGA00669	WGA00668	WGP02697	WGP03088	WGP03085
					
Magnetic Center Shirt Mount	Tek-Lok Belt Mount	Molle Locking Mount	Shirt Clip	Heavy Jacket Clip	Heavy Jacket Magnetic Mount

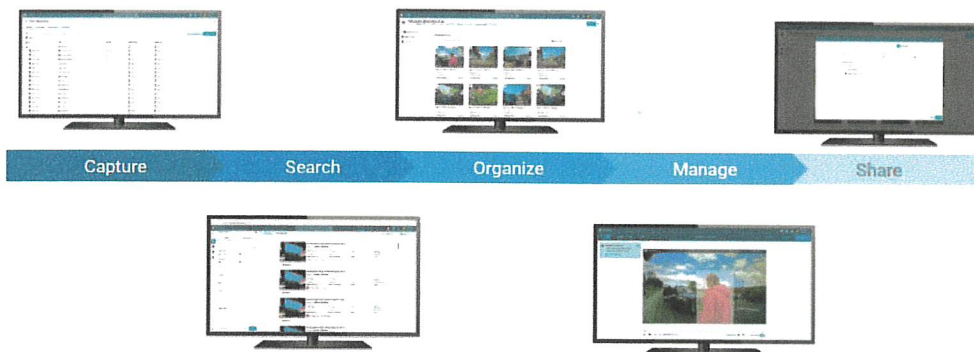
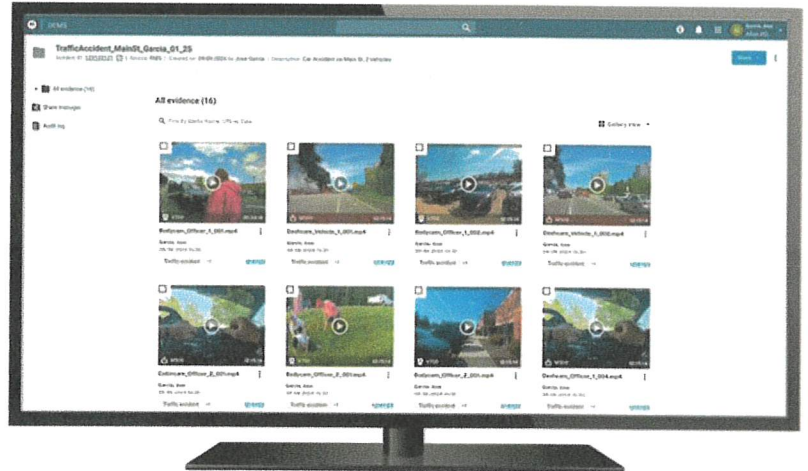


COMMANDCENTRAL DEMS PLUS SOLUTION DESCRIPTION

OVERVIEW

CommandCentral DEMS provides a suite of digital evidence management tools that help users contain, organize, and act on large amounts of incoming multimedia. These tools streamline the collection, capture, storage, and sharing of data from a single location.

By centralizing digital evidence collections, CommandCentral DEMS removes data silos and provides users with the storage and tools they need to get the most out of their critical information. In addition, users can easily secure and share content with an intact chain of custody, to improve collaboration.



CommandCentral DEMS Plus is available without any upfront capital investment. Monthly subscription service costs include the software, device management, and storage. Evidence also secures data at rest and in transit to protect communications. This complies with CJIS guidelines and the NIST framework.

THE COMMANDCENTRAL PLATFORM

CommandCentral is an end-to-end platform of interconnected solutions that unify data and streamline public safety workflows from a tip or call to case closure. Through single sign-on capabilities, your personnel can access all software applications with one agency username and password for a more streamlined workflow. The platform puts your agency's data to better use, improves safety for critical personnel, and helps keep your focus on the communities you serve.

CommandCentral continuously evolves, maximizing the value of existing investments while adopting new capabilities that better meet your personnel's growing needs. With cloud-based services and an agile development methodology through constant user feedback, Motorola Solutions can deliver new features and functionality in a more manageable, non-intrusive way.



Figure 1: The End-to-End Platform

DIGITAL EVIDENCE MANAGEMENT

Evidence stored in the tool is easy to search, correlate, and review alongside other case-related information from your CAD or RMS database. Relevant content can be marked and intelligently sorted to quickly locate critical information from a central touchpoint. This unified storage framework allows personnel to make informed decisions from an organized and complete case evidence view, while offering an access control system to allow only authorized personnel to view sensitive information.

Store and Manage - Collections

Evidence is automatically linked based on the tags and metadata attached to those files, helping users find additional contextual information on an incident and build cases quickly. Users can search and filter content to locate additional relevant data to link to a case or incident.

- **Auto Created Collections** – Digital evidence captured by integrated products that provide a Record ID, such as an Incident or Case Number, will automatically be grouped into a Collection.
- **Manually Created Collections** – Users can manually create collections or sub-collections to better organize individual files and related items.
- **Bulk Actions** – Easily download, share, and edit specific details of multiple files in a group.
- **Manual Upload** - Upload digital evidence from 3rd parties directly into an existing collection or while creating a new collection to build your case.

Interagency, Judicial, and Community Sharing

Easily share digital evidence with trusted organizations and community members using our secure sharing features.

- **Trusted Organizations, Authenticated Sharing** - Share digital evidence collections with other agencies and judicial partners in a secure portal accessible by authenticated users.
- **Unauthenticated** - Quickly share evidence with the community for public information requests. Links can be password protected to add a level of security.



AI Assisted Redactions and Transcriptions

Protect confidentiality and save time with our AI Assisted Redaction and Transcription Services.

- **AI Transcription & Summaries** - Generate transcriptions on-demand or set up automations to create transcriptions for video and audio files with an AI generated summary.
- **AI Assisted Video and Audio Redactions** - Receive suggestions for objects and information commonly redacted.
 - Video Object Detection - Identifies and tracks objects commonly redacted; such as heads (faces), license plates, screens, and documents.
 - Audio Detections - Use AI to auto-detect common sensitive data found in audio; such as names, phone numbers, and medical interactions.
 - Manual Redactions - For simple projects, manual redaction tools are available.

Current MSI Ecosystem Integrations:

- CommandCentral Responder Starter, Mobile Field Responder Application
- SmartControl Mobile App for Body Cameras
- 10-21 Police Phone
- CAPE-Equipped Drones
- Smart Transcription for 9-1-1 call recordings
- ViQi - Voice Activated AI
- Records Management
 - Flex Records
 - PremierOne Records
 - CC Records / RMS

Third Party Integrations

Import and export of data from some 3rd party software is available in some instances. Talk to your sales team for more details.

DEVICE MANAGEMENT

Easily manage, configure, deploy and monitor in-car and body cameras in CommandCentral DEMS.

- **Body Cameras** are checked out to a given officer with assignment records showing the history of use for the device.
- **In-Car Video** systems are configured with a list of officers who are authorized to use it. When an officer logs into the device, they are marked as the owner of any evidence created by the device.
- **Rapid Checkout Kiosk** allows users to quickly check out pooled body cameras at the beginning of a shift with an easy-to-use interface.
- **User Preferences** - In-car and Body cameras can be configured to remember preference settings for each user, including alert volume level, haptic notifications, screen and LED brightness and more.
- **Automatic Video Upload:** Videos are automatically uploaded to CommandCentral DEMS and linked based on officer name, or group recordings.
- **Device Dashboard:** See a detailed, easy-to-understand overview of your body cameras and in-car video systems at a glance, including their battery levels, memory levels, last checkout, and location.
- **In-field tagging:** Categorize and review body camera footage while still in the field, via the SmartControl iOS/Android/Windows app.



**Supported devices include:**

- SVX converged Radio Speaker Mic and Body-Worn Camera
- V700 Body Cameras
- M500 In-Car Camera System

CLOUD SECURITY AND COMPLIANCE**Proactive Security Design**

Security is proactively incorporated into the design of our applications, not applied reactively when incidents occur. Applications undergo security reviews at each phase of their development and continue with ongoing assessments after deployment to find and repair vulnerabilities.

Compliance with Industry Best Practices

Our cloud solutions comply with key industry best practices for security, including NIST Security and Privacy Controls for Information Systems and Organizations (800-53), ISO 27001, 27017, 27018 - Specification for an Information Security Management System, and Criminal Justice Information System (CJIS) Security Policy. We conduct continuous and comprehensive risk assessments following the guidelines and best practices provided by NIST and ISO.

Cybersecurity Champions Imbedded in Product and Service Teams

Over 350 specially trained and certified Cybersecurity Champions ensure that a culture of cybersecurity is instilled into the fabric of our product and services teams. Programmers receive ongoing security training and updates on the latest hacker tactics so they can layer security into every stage of the application development process.



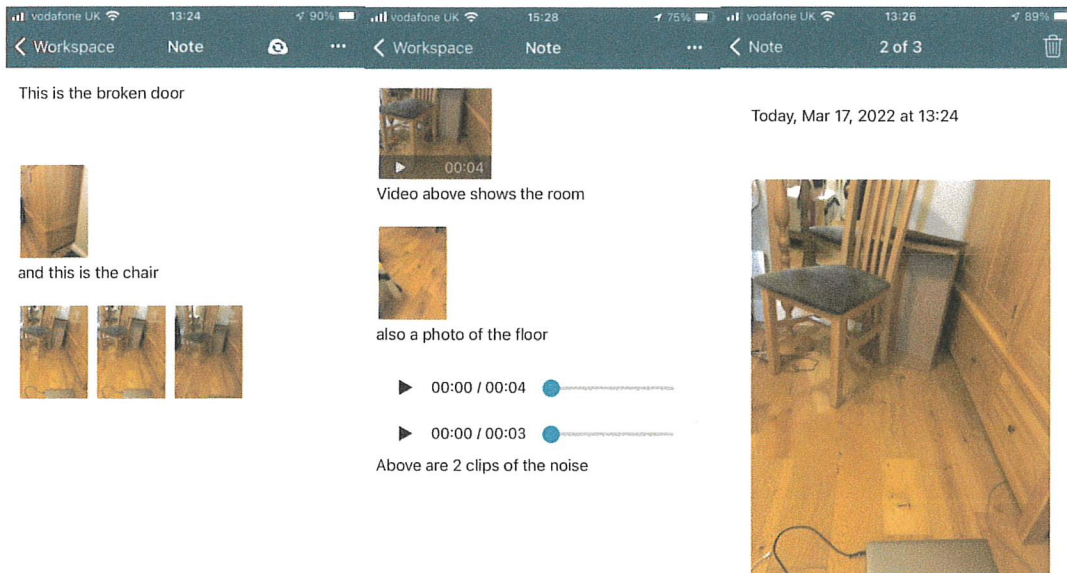
COMMANDCENTRAL RESPONDER STARTER WITH EVIDENCE SOLUTION DESCRIPTION

CommandCentral Responder is a mobile solution for frontline Responders. This includes an application for iOS and Android.

The Responder with Evidence solution (also known as Responder Starter) allows users to capture media, record notes, tag items and link them to cases / incident records. Depending on which feature flags are enabled, a customer can gain access to different sets of features. Using a note, users can capture a group of photos in one go and then tag them or link them all as a group. Responder uploads media automatically once captured, making the process easy for users. Media is removed automatically from a user's device after a customer defined retention period. Users can set up the application easily by downloading the application from App Store or Play Store, and simply logging in with their MSI account.

NOTES AND MEDIA CAPTURE

Responder with Evidence allows a user to create a note and capture media and associated text. Users can use the note either just to group a set of media together (as they capture it) or to add additional explanatory text as they capture details. Users can capture audio, video and photographs in this collection. This means users can attend a scene and immediately capture a collection of media before working out how to tag or link it. Users can view a full size version of a photo and can zoom in to view it at larger scale.

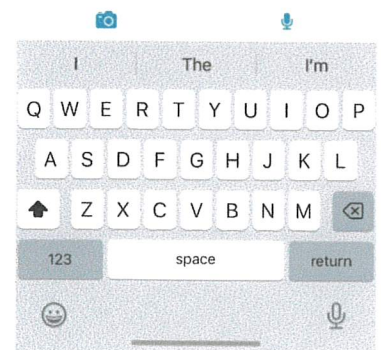
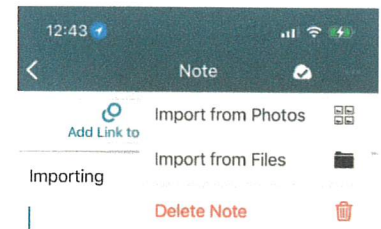
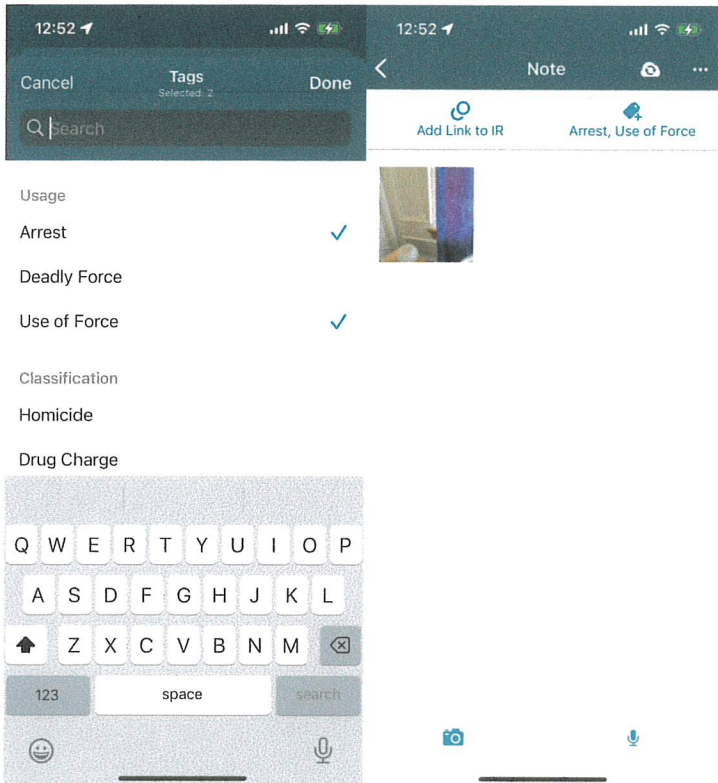


IMPORTING MEDIA

Users can import media (photos, audio, video and files such as PDFs) from their gallery or file system - allowing them to use media files shared to their device by members of the public. This feature can be enabled or disabled using per agency configuration (if an agency does not want to use this capability they can turn it off).

TAGGING

Users can choose to tag a note, which will tag it and all media within it. Tags provided are those configured by the agency and are shown grouped by categories defined by the agency. Selected tags will then show on the note. As with all media, in CommandCentral Evidence, tags are used to manage and set the retention period for media. In addition to manual tags, Responder can be configured to set a default "Responder Media" tag on every media item uploaded by Responder. This allows agencies to set a default tag & retention period for anything captured by Responder.



LINKING TO RECORDS

Users can link a note to an incident record contained in the CommandCentral Consolidated Records View - to relate the note & media to the incident and ensure they are shown in the Consolidated Records View.

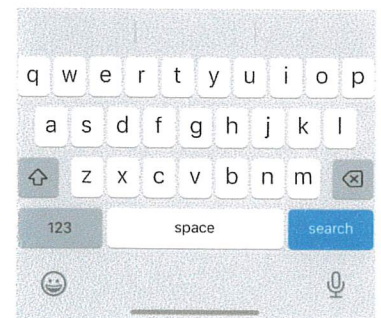
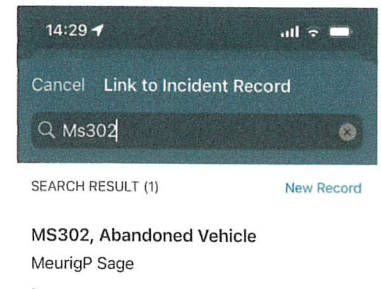
The incident record summary shown in Responder contains key data for the record - Report number, Incident Type, Involved officers & Incident Start & End Date.

Users can:

- Link to an incident record already on a user's device
 - Any incident records for which a user is already added as an involved officer will be automatically downloaded to their device.
- Link to an incident record by search:
 - A user can search for an incident record using a simple free text search, searching for any incident record for the agency in CC Records that the user has permission to view
- Create a new incident record if one does not exist (not available with Flex - see below)
 - User can create a new incident record (providing summary details above).
 - User will be provided with the Report number separately
 - Responder application will detect creation of incidents (from Responder) with duplicate Report numbers, warn users and allow them to resolve conflicts.

The exact behavior depends on whether the customer is using:

- Responder with CommandCentral Evidence connected to Flex
 - Flex generates law incidents (typically created from CAD). These law incidents are uploaded to CC Records and user can link to these. Whenever there is a case number to link to there will be a law incident in Flex and this will be pushed to CC Records. As a result, users can't create incident record summaries in Responder, they can link to law incidents created in Flex.
- Responder with CommandCentral Evidence connected to P1 RMS
 - P1 RMS manages case reports in case folders. If there is a case report, then P1 uploads this to CC Records and users can link to it.
 - If there is a case folder in P1 RMS but no case report then users can create an incident record summary in Responder, adding the case number - allowing the user to link media to the case.
- Responder with CommandCentral Evidence standalone (with CommandCentral Records Starter capability)
 - Users can create incident record summaries or link to ones that have already been created.
 - Incident records have to be manually created in Responder (or the CommandCentral Evidence/Records web UI) - they aren't imported from other systems



TIMELINE

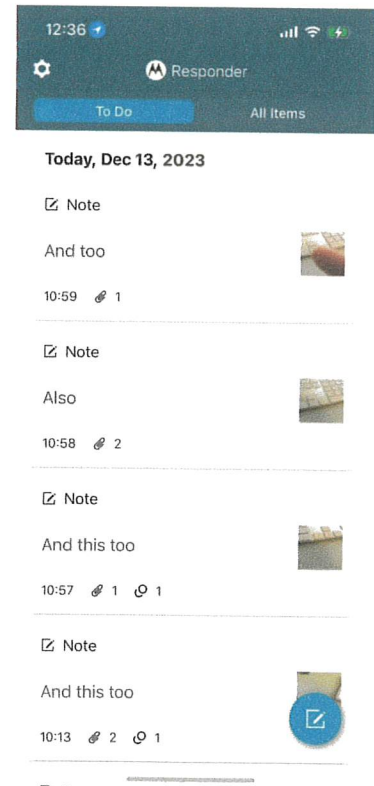
Users can view previous notes in their timeline:

- Update a note later with further information;
- Refer back to them later when completing a report;
- Notes (and associated media) are kept on the device in a user's timeline for an agency configured period - configured in CC Admin (default is 30 days).

The timeline is separated into a To Do and All Items view.

The To do view shows notes that a user has added, that are either less than 24 hours old or that have not yet been linked to an incident record. Users can manually move a note out of the To do view if they don't intend to link it to an incident record. However, typically users are encouraged to capture media and then link it. This provides an easy way for users to see notes they still have to deal with.

The All Items view shows all notes on a user's device so they can find older notes & evidence that they need to refer to.



SYNCHRONIZING DATA

Notes & media files are automatically uploaded to CommandCentral Evidence - a synch indicator is shown on the note to show data is being uploaded, and an indicator is shown on each media item to show that the media item is being uploaded.

When a user signs out of Responder app, if they have unsent data (notes & evidence) then Responder will alert the user that they have unsent items - allowing them to ensure they are in an area of coverage and wait for sync to complete.

AUTHENTICATION AND SECURITY

CommandCentral Responder prevents unauthorized users from accessing the data transmitted to and from mobile devices through an HTTPS connection with FIPS 140-2 Transport Layer Security (TLS) v1.2 encryption. All user requests and other user data are protected by Azure Government services.

To access the system, a user authenticates against the CommandCentral Identity Management system. If desired, the identity management system can be setup to federate authentication against a customer identity management system such as Azure AD.

Customers can enable multi-factor authentication.

- If a customer uses CommandCentral Identity Management directly then multi factor authentication can be enabled for any or all users (at customer decision). If enabled then users need to enter a username & password and a second factor which is either a one time passcode sent by email or a one time passcode or authentication approval enabled via a separate app (Ping ID).
- If a customer uses federated authentication then the federated auth system authenticates the user. In this case the customer identity management will implement the multi factor authentication. For instance, Azure AD can enforce multi factor authentication and allows a one time passcode to be provided via email, SMS or via the Azure authenticator app.



In addition, Responder uses a PIN code (or optionally biometric unlock) that is used to allow users to unlock their app after inactivity timeout. Sign in online is required once per shift to access online data.



MOBILE VIDEO PRODUCTS NEW SYSTEM STATEMENT OF WORK

OVERVIEW

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of body-worn camera(s), in-car video system(s), and/or interview recording system(s) and your digital evidence management solution. For the purpose of this SOW, the term "Motorola" may refer to our affiliates, subcontractors, or certified third-party partners. Motorola's certified installer will work on Motorola's behalf to install your in-car video system(s).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solutions Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Contract. The Customer acknowledges any changes or deviations from this SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. All work will be performed during normal business hours based on the Customer's time zone (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola are specifically listed in the Contract and referenced in the SOW. Services & Products provided under this SOW are governed by the mutually executed Contract between the parties, or Motorola's Master Customer Agreement and applicable addenda ("Contract").

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, Motorola's Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer's PM. The status report will provide a summary of activities completed, activities planned, progress against the project schedule, items of concern requiring attention, as well as, potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred from the use of this alternate teleconferencing tool will be the responsibility of the Customer.

FBI-CJIS SECURITY POLICY – CRIMINAL JUSTICE INFORMATION

CJIS Security Policy Compliance

Motorola believes our solution is not in scope of the FBI-CJIS Security Policy (CJISSECPOL) based on the definition in Section 4 of CJISSECPOL and how the FBI-CJIS defines Criminal Justice Information. However, Motorola does design its products with the CJISSECPOL security controls as a guide. Motorola's design and

features support best practice security controls and policy compliance. In the event of a CJIS technical audit request, Motorola will support the Customer throughout this process.

Personnel Security – Background Screening

Motorola will assist the Customer with completing the CJIS Security Policy Section Personnel Security related to authorized personnel background screening when requested to do so by the Customer. Based on the Personnel Security section of the CJISSECPOL, a Motorola employee is defined as someone who is required to be on the Customer's property with unescorted access to unencrypted CJI. Motorola employees will also have access to the Customer's network(s) and stored information and Motorola has remote access tools to support virtual escorted access to on-premises customer assets.

Additionally, Motorola performs independent criminal background investigations including name based background checks, credential and educational vetting, credit checks, U.S. citizen and authorized worker identity verification on its employees.

Motorola will support the Customer in the event of a CJIS audit request to validate employees assigned to the project requiring CJISSECPOL Personnel Security screening and determine whether this list is up to date and accurate. Motorola will notify the Customer within 24 hours or next business day of a personnel status change.

Security Awareness Training

Motorola requires all employees who will support the Customer to undergo Level 3 Security Awareness Training provided by Peak Performance and their CJIS online training platform. If the Customer does not have access to these records, Motorola can facilitate proof of completion. If the Customer requires additional and/or separate training, Motorola will work with the Customer to accommodate this request at an additional cost.

CJIS Security Addendum

Motorola requires all employees directly supporting the Customer to sign the CJIS Security Addendum if required to do so by the Customer.

Third Party Installer

The Motorola-certified third-party installer (if applicable) will work independently with the Customer to complete the CJISSECPOL Personnel Security checks, complete Security Awareness Training and execute the CJIS Security Addendum.

COMPLETION CRITERIA

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. The Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.

The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. Written notification must be provided to Motorola within ten (10) business days of task completion. The project will be deemed accepted if no written notification is received within ten (10) business days.

In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.

SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access or for hardware, upon shipment of the hardware. The provision and use of the subscription service is governed by the Contract.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

Motorola Project Roles and Responsibilities

The Motorola Project Team will be assigned to the project under the direction of the Motorola Project Manager. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who take an active role in the operational and educational process of their system realize user adoption sooner and achieve higher levels of success with system operation. The subsections below provide an overview of each Motorola Project Team Member.

Project Manager (PM)

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Conduct equipment inventory.
- Discovery validation
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.
- Conduct daily status calls with the Customer during Go-Live.

Post Sales Engineer

The Post Sales Engineer will work with the Customer's Project Team on:

- System provisioning.
- Data Migration
- Contracted data migration between two disparate digital evidence management systems (if applicable, additional fees may apply).

Field Engineer (FE)

The FE will work with the Customer's Project Team on:

- Inspect installation and configure hardware devices.
- Provide instructions to the Customer on how to configure the hardware.
- Review Deployment Checklist with the Customer.
- Develop and submit a Trip Report.
- Update Customer IP Map.

Professional Services Engineer (if applicable)

The Professional Services Engineer is engaged on projects that include integration between Motorola's digital evidence management system and the Customer's third-party software application. Their responsibilities include:

- Delivery of the interface between Motorola's digital evidence management system and the Customer's third-party software (e.g. CAD).

Technical Trainer / Instructor

The Technical Trainer / Instructor provides training on-site or remote depending on the training topic and deployment services purchased.

- Deliver provisioning education and guidance to the Customer for operating and maintaining their system.
- Provide product education as defined by this SOW and described in the Education Plan.

Motorola-Certified Installer (if applicable)

The Motorola-certified installer is primarily responsible for installing in-car video systems (ICVs) into Customer vehicles. There are specific requirements the 3rd party partner must meet in order to be considered a Motorola-certified installer, and they include the following:

- Required Training
 - WTG0501 - M500 Vehicle Installation Certification (Remote) or WTG0503 - M500 Vehicle Installation Certification (Live)
 - Needs to be renewed yearly.
 - Needs to be submitted to the PM by the technician completing the installation no less than thirty (30) days prior to the installation.
 - Review of any previous Motorola Solutions Technical Notifications (MTNs).
- Optional Training
 - WGD00186 - M500 Installation Overview and Quick Start (NA)
 - Not required for installation. Available for the installing technician.
 - WGD00177 - M500 In-Car Video System Installation Guide
 - Not required for installation. Available for the installing technician.
 - MN010272A01 - M500 In-Car Video System Basic Service Manual
 - Not required for installation. Available for the installing technician.

Other responsibilities the Motorola-certified installer may be involved in include the installation of cellular routers or Access Points. These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.



Customer Support Services Team

The Customer Support Services Team will provide on-going support to the Customer following Go-Live and final acceptance of the project.

Customer Project Roles and Responsibilities

Motorola has defined key resources that are critical to this project and must participate in all the activities defined in this SOW. During the Project Planning phase, the Customer will be required to provide names and contact information for the roles listed below. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer Project Team will be engaged from Project Initiation through Beneficial Use of the system. In the event the Customer is unable to provide the resources identified in this section, Motorola may be able to supplement these resources at an additional cost.

Project Manager

The PM will act as the primary point of contact for the duration of the project. In the event the project involves multiple locations, Motorola will work exclusively with the Customer's primary PM. The PM's responsibilities will include, but are not limited to:

- Communicate and coordinate with other project participants.
- Manage the Customer Project Team including subcontractors and third-party vendors. This includes timely facilitation of tasks and activities.
- Maintain project communications with the Motorola PM.
- Identify tasks required of Customer staff that are outlined in this SOW and the Project Schedule.
- Consolidate all project inquiries from Customer staff to present to Motorola PM.
- Approve a deployment date offered by Motorola.
- Review Project Schedule with the Motorola PM and finalize tasks, dates, and responsibilities.
- Measure and evaluate progress against the Project Schedule.
- Monitor Project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel to work with Motorola staff as needed for the duration of the project, including one or more representatives from the IT department.
- Identify a resource with authority to formally acknowledge and approve milestone recognition certificates, as well as, approve and release payments in a timely manner.
- Provide Motorola personnel with access to all Customer facilities where system equipment is to be installed. Temporary identification cards are to be issued to Motorola personnel, if required for access.
- Ensure remote network connectivity and access for Motorola resources.
- Assume responsibility for all fees pertaining to licenses, inspections and any delays associated with inspections due to required permits as applicable to this project.
- Provide reasonable care to prevent equipment exposure from contaminants that may cause damage to the equipment or interruption of service.
- Ensure a safe working environment for Motorola personnel.
- Identify and manage project risks.





- Provide signature(s) of Motorola-provided milestone recognition certificate(s) within ten (10) business days of receipt.

IT Support

IT Support manages the technical efforts and ongoing activities of the Customer's system. IT Support will be responsible for managing Customer provisioning and providing Motorola with the required information for LAN, WAN and client infrastructure.

The IT Support Team responsibilities include but are not limited to:

- Participate in delivery and training activities to understand the software and functionality of the system.
- Participate with Customer Subject Matter Experts (SMEs) during the provisioning process and associated training.
- Authorize global provisioning decisions and be the Point of Contact (POC) for reporting and verifying problems.
- Maintain provisioning.
- Implement changes to Customer infrastructure in support of the proposed system.

Video Management Point of Contact (POC)

If CommandCentral DEMS Standard, CommandCentral DEMS Plus, or VideoManager EL Cloud device license(s) are included in the contract, the Video Manager POC will educate users on digital media policy, participate in Discovery tasks, and complete the Video Management Administration training. The Customer is responsible for its own creation and enforcement of media protection policies and procedures for any digital media created, extracted, or downloaded from the digital evidence management system.

Subject Matter Experts (SMEs)

SMEs are a core group of users involved with the analysis, training and provisioning process, including making decisions on global provisioning. The SMEs should be experienced users in their own respective field (evidence, dispatch, patrol, etc.) and should be empowered by the Customer to make decisions based on provisioning, workflows, and department policies related to the proposed system.

Training POC

The Training POC will act as the course facilitator and is considered the Customer's educational monitor. The Training POC will work with Motorola when policy and procedural questions arise. They will be responsible for developing any agency specific training material(s) and configuring new users on the Motorola Learning eXperience Portal (LXP) system. This role will serve as the first line of support during Go-Live for the Customer's end users.

General Customer Responsibilities

In addition to the Customer responsibilities listed above, the Customer is responsible for the following:

- All Customer-provided equipment, including third-party hardware and software needed for the proposed system but not listed as a Motorola deliverable. Examples include end user workstations, network equipment, connectivity etc.
- Configure, test, and maintain third-party system(s) that will interface with the proposed system.
- Establish an Application Programming Interface (API) for applicable third-party system(s) and provide documentation that describes the integration to the Motorola system (if applicable).



- Coordinate and facilitate communication between Motorola and Customer third-party vendor(s) as required.
- Mitigate the impact of upgrading Customer third-party system(s) that will integrate with the proposed system. Motorola strongly recommends working with the Motorola Project Team to understand the impact of such upgrades prior to taking action.
- Upgrades to Customer's existing system(s) in order to support the proposed system.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meetings using Google Meet or a mutually agreed upon Customer-provided remote conferencing tool.

Motorola is not responsible for any delays that arise from Customer's failure to perform the responsibilities outlined in this SOW or delays caused by Customer's third-party vendor(s) or subcontractor(s).

NETWORK AND HARDWARE REQUIREMENTS

The following requirements must be met by the Customer prior to Motorola installing the proposed system:

- Provide network connectivity for the transfer and exchange of data for the proposed system.
- Provide devices such as workstations, tablets, and smartphones with Internet access for system usage. Chrome is the recommended browser for optimal performance.
- Provide and install antivirus software for workstation(s).
- Provide Motorola with administrative rights to Active Directory for the purpose of installation, configuration, and support.
- Provide all environmental conditions such as power, uninterruptible power sources (UPS), HVAC, firewall and network requirements.
- Ensure required traffic is routed through Customer's firewall.

Motorola is not responsible for any costs or delays that arise from Customer's failure to meet network and hardware requirements.



PROJECT PLANNING

A clear understanding of the needs and expectations of Motorola and the Customer is critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of specific information to set clear project expectations and guidelines, as well as lay the foundation for a successful implementation.

PROJECT PLANNING SESSION

A Project Planning Session will occur after the Contract has been executed. The Project Planning Session is an opportunity for the Motorola and Customer PM to meet before the Project Kickoff Meeting and review key elements of the project and expectations. Depending on the items purchased, the agenda will typically include:

- A high-level review of the following project elements:
 - Quoting/ordering documents
 - A summary of contracted applications and hardware as purchased.
 - Customer's involvement in project activities to confirm understanding of scope and required time commitments.
 - Data Migration questionnaire if migration is included in the Solution
 - The Business Process Review (BPR), used to document system configuration, agency recording, and retention policies
 - A high-level Project Schedule with milestones and dates.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or subcontractors.
- Determine Customer location for Motorola to ship their equipment for installation.

Motorola Responsibilities

- Contact the customer to complete the Project Planning Session.
- Request the assignment of Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Baseline the Project Schedule, if applicable.
- Document mutually agreed upon Project Kickoff Meeting Agenda.

Customer Responsibilities

- Identify Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Acknowledge the mutually agreed upon Project Kickoff Meeting Agenda.
- Provide approval to proceed with the Project Kickoff Meeting.

Motorola Deliverables

- Project Kickoff Meeting Agenda.
- Data Migration Questionnaire (if applicable)
- BPR Workbook



PROJECT KICKOFF

Motorola will work with the Customer to understand the impact of introducing a new solution and the preparedness needed for a successful implementation.

Note – The IT Questionnaire is completed during the pre-sales process and prior to Contract award. The IT Questionnaire is given to Motorola at the time of offer acceptance. A delay in completing the IT Questionnaire may delay the shipment of equipment. Motorola will not be responsible for any delays associated with or related to the completion of the IT Questionnaire.

Motorola Responsibilities

- Review Contract documents including project delivery requirements as described in this SOW.
- Discuss the deployment start date and deliver the Deployment Checklist.
- Discuss the equipment inventory process
- Discuss project team participants and their role(s) in the project with fulfilling the obligations of this SOW.
- Review resource requirements.
- Provide the initial Project Schedule
- Discuss Motorola remote system access requirements.
- Review the BPR.
- Complete all necessary documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Review the LXP training portal.
- Request user information required to establish the Customer in LXP.
- Review and agree on completion criteria and the process for transitioning to support.

Customer Responsibilities

- Provide feedback and approval on project delivery requirements and schedule.
- Review the Deployment Checklist.
- Review the roles of project participants to identify decision-making authority.
- Validate non-disclosure agreements, approvals, and other related items are complete (if applicable).
- Complete the BPR Workbook within 5 business days after the conclusion of the Project Kickoff for review during the Discovery Teleconference
- Provide all documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Provide Motorola with names and contact information of the designated LXP Administrator(s).

Motorola Deliverables

- Project Kickoff Meeting Minutes.
- Deployment Checklist.

DISCOVERY TELECONFERENCE

During the Discovery Teleconference, Motorola will meet with the Customer to review information documented in the BPR Workbook. The Data Migration Questionnaire will also be reviewed if migration is part of the Solution.



Motorola Responsibilities

- Facilitate Discovery Teleconference.
- Confirm Customer-provided configuration inputs.

Customer Responsibilities

- Gather and review the information required to complete the BPR Workbook.
- Schedule Customer Project Team and SMEs to attend the Discovery Teleconference. SMEs should be present to weigh in on hardware, software, and network components. Customer attendees should be empowered to convey policies and make modifications to policies as necessary.

Motorola Deliverables

- Completed BPR Workbook.

PROJECT EXECUTION

HARDWARE PROCUREMENT AND INSTALLATION

Motorola will procure contracted hardware as part of the ordering process. The hardware will be configured with a basic profile in line with the information provided by the IT Questionnaire or Discovery Teleconference for installation and configuration of the system. The Customer is responsible for providing an installation environment that meets manufacturer's specifications for the hardware, which includes but is not limited to:

- Power
- Heating and Cooling
- Network Connectivity
- Access and Security
- Conduit and Cabling

Motorola Responsibilities

- Procure contracted equipment and ship to the Customer's designated location.
- Inventory equipment after arrival at Customer location
- Conduct a power-on test to validate that the installed hardware is ready for configuration.
- Verify remote connection to hardware.
- Complete Deployment Checklist which outlines the activities completed during configuration and testing of system hardware.

Customer Responsibilities

- Procure Customer-provided equipment and make it available at the installation location.
- Confirm the installation room complies with environmental requirements (i.e. power, uninterruptible power, surge protection, heating/cooling, etc.).
- Provide, install, and maintain antivirus software workstation(s).
- Enable outgoing network connection (external firewall) to Motorola's Cloud Evidence Management System by utilizing the Customer's Internet connection.
- Confirm access to Motorola's Cloud Evidence Management System cloud on Customer-provided workstation(s).

Motorola Deliverables

- Contracted Equipment.
- Equipment Inventory

SVX Configuration as a Remote Speaker Microphone (if applicable)

The Smart Dock(s) will be utilized to manage firmware updates on each SVX. In order for this process to be successfully completed, each Smart Dock must be connected to Motorola's Cloud Evidence Management Solution through the Customer's internet connection.

Motorola Responsibilities

- Configure Smart Dock(s) for connectivity to Motorola's Cloud Evidence Management System.

- Verifying the SVX Smart Dock(s) are connected to Motorola's Cloud Evidence Management System through the Customer's network. The Customer is responsible for ensuring Motorola has the correct IP address(es) for configuring the Smart Dock(s), and the Customer's network is operational.
- Verify all slots in each Smart Dock are functional.
- Provide documentation on how to pair the SVX(s) to Motorola APX NEXT and/or APX N70 radio(s) using Secure Near-Field Communications (NFC).

Customer Responsibilities

- Select physical location(s) for Smart Dock(s).
- Provide network information (IP address, gateway, DNS, and subnet mask) to Motorola for each Smart Dock(s).
- Enable Bluetooth, Bluetooth Tones, and Secure NFC Touch Pairing on Motorola APX NEXT and/or APX N70 radio(s).
- Motorola recommends "Power Down Standby Mode (hrs) = 1" to allow the SVX Bluetooth connection to quickly reconnect after power up within the 1-hour timeframe.
- Pair the SVX(s) to Motorola APX NEXT and/or APX N70 radio(s) using Secure NFC.
- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.

SVX Configuration as a Body Camera (if applicable)

If CommandCentral DEMS Standard, CommandCentral DEMS Plus, or VideoManager EL Cloud device license(s) are included in the contract, the Smart Dock(s) will be utilized to configure each SVX as a body camera.

Motorola Responsibilities

- Configure SVX(s) within Motorola's Cloud Evidence Management System.
- Check out SVX(s) and create a test recording.
- Verify video and audio upload to Motorola's Cloud Evidence Management System for up to 25% of purchased SVX(s).
- Provide a demonstration of client software.

Customer Responsibilities

- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.
- The Customer will verify whether the Smart Docks(s) are connected to their network.
- Verify video and audio upload to Motorola's Cloud Evidence Management System for the remainder of purchased SVX(s).

V700 Body Camera Configuration (if applicable)

The Transfer Station(s) will be utilized to configure each V700 body camera according to the Business Process Review. In order for this process to be successfully completed, each Transfer Station must be connected to Motorola's Cloud Evidence Management Solution through the Customer's internet connection.

Motorola Responsibilities

- Configure Transfer Station(s) for connectivity to the digital evidence management system.
- Verify the Transfer Station(s) is configured properly and connected to the network.



- Configure body camera(s) within the digital evidence management system.
- Check out body camera(s) and create a test recording.
- Verify video and audio upload to Motorola's Cloud Evidence Management System for up to 25% of purchased V700(s).
- Verify completion of upload from body-worn camera(s) after it is docked in a Transfer Station or USB dock.
- Install and provide a demonstration of client software as part of the same on-site engagement as Go-Live, unless otherwise outlined in this SOW.

Customer Responsibilities

- Select physical location(s) for Transfer Station(s).
- Provide and install workstation hardware.
- Complete installation of client software on remaining workstations and mobile devices.
- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.

In-Car Video System Configuration (if applicable)

The Motorola-certified installer will complete the installation of the in-car video (ICV) system(s) within the Customer-provided vehicle(s). The installer may also be responsible for installing cellular routers or WiFi radios inside the vehicle(s) for wireless upload of video to the Customer's digital evidence management system. These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.

The Customer vehicles must be available for the FE to complete the configuration and testing of the contractual number of ICVs. If the Customer does not have all vehicles available during the agreed upon date and time, the Customer may opt to sign-off on the number of ICV configurations completed.

If the Customer requires the FE to complete the full contractual number of ICVs at a later date and time, additional cost may be incurred. The following table shows the number of ICVs an FE is contractually obligated to configure and test based on the number of ICVs purchased.

Table 1: Number of Contractual ICV Configurations

Number of ICV Purchased	Number of ICV to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10
51 - 75	15
76 - 100	20
101 - 150	30

Number of ICV Purchased	Number of ICV to Test
151 - 200	40
201+	20%

Note – The Pricing Page will reflect in-car video installation services by Motorola if Motorola is responsible for the vehicle installations.

Motorola Responsibilities

- Setup ICV digital video recorder (DVR) configuration.
- Create configuration USB used to complete ICV hardware configuration and validation.
- Travel to the Customer site to conduct configuration and testing of ICVs.
- The FE will verify whether the AP(s) are properly installed and connected to the network for in-car video system WiFi upload (if applicable).
- Complete ICV configuration on a single vehicle, and validate the configuration with the Customer.
- Receive Customer approval to proceed with remaining ICV configurations.
- Complete remaining contracted vehicle configurations.
- Test a subset of completed ICV hardware configurations.

Motorola-Certified Installer Responsibilities (if applicable)

These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.

- Complete the installation of ICV hardware in Customer provided vehicles.
- Complete the installation of cellular router and confirm placement of antenna mounting with Customer (if applicable).
- Install Customer-provided SIM card into cellular router and connect cellular router to ICV (if applicable).
- Installation of Access Point(s) (APs) if provided by Motorola for in-car video system WiFi upload (if applicable).

Customer Responsibilities

- Provide Motorola with remote connection and access credentials to complete ICV hardware configuration.
- Notify Motorola of the vehicle installation location.
- Coordinate and schedule date and time for ICV hardware configuration(s).
- Make ICV hardware available to Motorola for configuration and testing in accordance with the Project Schedule.
- Provide cellular SIM Card for Internet connectivity to the installer at time of vehicle installation (if applicable).
- Install Customer-supplied APs (if applicable).
- Verify APs are properly installed and connected to the network (if applicable).

Motorola Deliverables

- Complete Functional Validation Plan as it applies to the proposed solution.

NOTE - The Customer is responsible for having all vehicles and devices available for installation per the Project Schedule. All cellular data fees and Internet connectivity charges are the responsibility of the Customer. If a Motorola-certified installer is not used to install the ICV(s), Motorola is not responsible for any errors in hardware installation, performance or delays in the Project Schedule. In the event the Customer takes on the responsibility of installing the ICV(s) through a Motorola-certified installer, Motorola is also not responsible for any errors in hardware installation, performance or delays in the Project Schedule. For ALPR installations, an MDT is required for all vehicles.

M500 Automatic License Plate Recognition (ALPR) Configuration (if applicable)

This section highlights the responsibilities of Motorola and the Customer when an M500 in-car video system interfaces with the VehicleManager database.

Motorola Responsibilities

- Create a Customer account in the VehicleManager system with user emails.
- Verify the Customer has installed and launched the Vigilant Car Detector Mobile Software per the VehicleManager Quickstart Guide.
- Provide Mobile ALPR - Officer Safety Basic and Advanced Pre-Installation Checklist.
- Provide Agency Manager with Training Materials and Car Detector Mobile MDC software installation guide.
- Advise Agency Manager of different options available to add new users.
- Confirm Agency Manager is aware of registration required for Hotlists.
- Confirm Agency Manager understands how to set up data-sharing.

Customer Responsibilities

- Identify the Agency Manager.
- Register to receive access to Hotlists.

Interview Recording System Configuration (if applicable)

When installation services are included as part of the contract, the Motorola-certified installer will complete the installation of the Interview Recording System(s) within the Customer-provided location(s).

The Customer location(s) must be available for the Motorola Resource and/or contracted third party to complete the configuration and testing of the contractual number of systems. If the Customer does not have all locations available during the agreed upon date and time, the Customer may opt to sign-off on the number of configurations completed. If the Customer requires the Motorola Resource and/or contracted third party to complete the full contractual number of systems at a later date and time, additional cost may be incurred.

Motorola Responsibilities

- Create configuration USB used to complete hardware configuration and validation.
- Conduct configuration and testing of system(s).
- Complete configuration on a single system, and validate the configuration with the Customer.
- Receive Customer approval to proceed with remaining configurations.
- Complete remaining contracted system configurations.
- Test a subset of completed hardware configurations.
- When installation services for Motorola-certified installer are in the contract, complete the installation of the Interview Recording System (if applicable).



Customer Responsibilities

- When installation services are being provided by the Customer, complete the installation of the Interview Recording System (if applicable).
- Provide Motorola with remote connection and access credentials to complete hardware configuration.
- Notify Motorola of the installation location.
- Coordinate and schedule date and time for hardware configuration(s).
- Make hardware available to Motorola for configuration and testing in accordance with the Project Schedule.

Motorola Deliverables

- Complete the Deployment Checklist and testing as it applies to the proposed solution.

SOFTWARE AND CONFIGURATION**CommandCentral DEMS (if applicable)**

CommandCentral DEMS software is a cloud solution that does not require an onsite server. Section 3.2 does not apply to existing Motorola customers using VideoManager EL Cloud.

Motorola Responsibilities

- Use information provided in BPR Workbook to configure CommandCentral DEMS software.
- Based on Customer feedback, perform the following activities:
 - Create users, groups, and setup permissions.
 - Create event categories.
 - Set retention policies.
- Test software using applicable portions of the Functional Validation Plan.
- Use the CommandCentral Admin Portal to provision users, groups, and rules based on Customer Active Directory data.
- Guide the Customer in the configuration of CommandCentral DEMS.
- Ensure training POC can access the system.

Customer Responsibilities

- Supply access and credentials to Customer's Active Directory for the purpose of Motorola conducting CommandCentral DEMS provisioning.
- Respond to Motorola's inquiries regarding users, groups, and agency mapping to CommandCentral DEMS.
- Provision policies, procedures, and user permissions.
- Configure evidence as directed by Motorola.
- Verify traffic can be routed through Customer's firewall and reaches end-user workstations.

DATA MIGRATION SERVICES (IF APPLICABLE*)

The Customer is responsible for partitioning data to be converted from Motorola on-premises digital evidence management system, or Customer's Non-Motorola Digital Evidence Management System to Motorola's cloud solution as part of this offer. The Customer will have ten (10) business days to provide feedback after Motorola validates the migrated data. If feedback is not received on or before ten (10) business days, Motorola will assume the migration is complete. *Data Migration Services may be subject to additional fees.

**Motorola Responsibilities**

- Receive access to Customer video data.
- Perform contracted data migration and validation.

Customer Responsibilities

- Provide 24/7 remote access to partitioned data to be migrated.
- Customer hardware or virtualization environment will be the sole responsibility of the Customer to troubleshoot and resolve issues.
- Validate migrated dataset and provide Motorola with feedback within ten (10) business days.

Completion Criteria

- A migrated dataset as defined in the Contract.

Motorola On-Premises Evidence Management System (if applicable)

Motorola supports data migration of digital assets and associated metadata from our on-premises evidence management systems, Evidence Library 4 and VideoManager EL On-Prem (formally known as Evidence Library 5), to Motorola's cloud solution.

Motorola Responsibilities

- Verify compatible platform(s) and upgrade if applicable

Customer Responsibilities

- Provide internet connectivity from on-premises server to destination resources

Non-Motorola Evidence Management System (if applicable)

Motorola will perform data migration of digital assets and associated metadata from the Customer's Non-Motorola Evidence Management system to the new Motorola Cloud Evidence Management System.

Motorola Responsibilities

- Facilitate the method of obtaining and consuming the data
- Review data in the Motorola systems with the customer

Customer Responsibilities

- Act as liaison between Motorola and third-party vendor(s) as required to establish connectivity to the Non-Motorola digital evidence management system.
- Provide internet connectivity from on-premises server to destination resources, if applicable.
- Provide API connection to the source, if applicable
- Provide data and metadata information in a readable and consumable format
- Assist with mapping metadata information into Motorola system

INTEGRATIONS AND THIRD-PARTY INTERFACES (IF APPLICABLE)

The integration between Motorola's Cloud Evidence Management System and the Customer's third-party system may consist of an iterative series of activities depending on the complexity of accessing the third-party system.



SYSTEM TRAINING

The objective of this section is to prepare for and deliver training. Motorola training consists of computer-based (online) and instructor-led (on-site or remote) depending on what is purchased. Our training delivery methods will vary depending on course content. Training will be delivered in accordance with the Education Plan. As part of our training delivery, Motorola will provide user guides and training materials in an electronic format.

ONLINE TRAINING

Online training is made available to the Customer through LXP. This subscription service provides customers with unlimited access to our online training content and provides users with the flexibility of learning the content at their own pace. Training content is added and updated on a regular basis to keep information current.

Through LXP, a list of available online training courses, Motorola User Guides, and Training Material are accessible in electronic format.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of LXP for the Customer.
- Configure a Customer-specific portal view.
- Organize content to align with Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During onboarding, assist the Customer with LXP usage.
- Provide technical support for user account and access issues, LXP functionality, and Motorola managed content.
- Provide instruction to Customer LXP Administrator on building groups.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Complete LXP Administrator training.
- Ensure network and Internet connectivity for Customer access to LXP.
- Customer's primary LXP Administrator is required to complete the following self-paced training: LXP Introduction (LXP0001), LXP Primary Site Administrator Overview (LXP0002), and LXP Group Administrator Overview (LXP0003).
- Advise users on the availability of training through LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Build groups as needed.

ON-SITE TRAINING

Instructor-led courses are based on products purchased and the Customer's Education Plan. On-site instructor-led classes will utilize the Customer's hardware and software in order to provide the best training environment. This will allow the Customer to engage in an environment that has been configured and deployed in alignment with this SOW.



**Motorola Responsibilities**

- Deliver User Guides and training materials in an electronic format.
- Perform training in accordance with the Education Plan.
- Provide the Customer with training attendance rosters and summarize any pertinent information that may impact end user training.

Customer Responsibilities

- Supply classroom(s) based on the requirements listed in the Education Plan.
- Designate training representatives who will work with the Motorola trainer(s) to deliver the training content.
- Facilitate training of all Customer end users in accordance with the Customer's Education Plan.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance rosters.



PROJECT GO-LIVE, CLOSURE, AND HANDOVER TO SUPPORT

Motorola will utilize the Deployment Checklist throughout the deployment process to verify features and functionality are in line with installation and configuration requirements. The Customer will witness the assigned Motorola Resource demonstrating the Deployment Checklist and provide feedback as features and functionality are demonstrated. The Customer is considered Live on the system after the equipment has been installed, configured, and made available for use, and training has been delivered or made available to the Customer.

Upon the conclusion of Go-Live, the project is prepared for closure. Project closure is defined as the completion of tasks and the Customer's receipt of contracted components. The Deployment Checklist serves as the artifact that memorializes a project closure. A System Acceptance Certificate will be provided to the Customer for signature to formally close out the project. The Customer has ten (10) business days to provide Motorola with a signed System Acceptance Certificate. If the Customer does not sign off on this document or provide Motorola written notification rejecting project closure, the project will be deemed closed. Upon project closure, the Customer will engage with Technical Support for on-going needs in accordance with the Customer's specific terms and conditions of support.

Motorola Responsibilities

- Provide the Customer with Motorola Technical Support engagement process and contact information.
- Provide Technical Support with the contact information of Customer users who are authorized to engage Technical Support.
- Ensure Deployment Checklist is complete.
- Obtain Customer signature on the System Acceptance Certificate.

Customer Responsibilities

- Within ten (10) business days of receiving the System Acceptance Certificate, provide signatory approval signifying project closure.
- Provide Motorola with the contact information of users who are authorized to engage Motorola's Technical Support.
- Engage Technical Support as needed.

Motorola Completion Criteria

Provide Customer with survey upon closure of the project.





ASSUMPTIONS

This SOW is based on the following list of assumptions:

- Motorola's Cloud Evidence Management System must be connected to the Microsoft Entra ID (formally known as Microsoft Azure Active Directory) for user authentication to the application. Microsoft Entra ID can be synchronized with the Customer's on-premises Active Directory using Azure AD Connect. If the Customer is using Microsoft Office 365, Motorola will be able to integrate with this Microsoft Entra ID.
 - If Microsoft Entra ID is not utilized by the Customer, Motorola will provide a free version of Entra ID for user authentication to the application.
- Must be 2003 or later for Microsoft Entra ID integration.
- Upload Speed Requirements for SVX when used as a body camera:
 - 5 Mbps + 3 Mbps per additional device.
 - This assumes it will take 8 hours to upload 5 GB of video on a device.
 - 40-50 Mbps per concurrent uploading device.
 - This assumes video is required to upload within 30-40 minutes with approximately 5 GB to upload.
- Cellular upload of ICVs and BWCs (if applicable) requires an Ethernet connection to an LTE modem in the vehicle.
- If the Customer is supplying their own Access Point for ICV WiFi upload, it must be 5 GHz 802.11n compatible.



BODY WORN CAMERAS

PARIS, KY POLICE DEPARTMENT

Submitted By: Axon Enterprise, Inc.

Address: 17800 N 85th Street Scottsdale, AZ 85255

Phone: 800.978.2737

Fax: 480.991.0791

ORIGINAL





12/04/2025

Lieutenant Lewis Boyer
Paris Police Department
525 High Street
Paris KY 40361

DEAR LIEUTENANT BOYER:

By issuing the RFQ for Body Worn Cameras, Paris Police Department (PPD) is offering vendors the chance to provide a comprehensive body-worn camera and digital evidence management solution as a key element in helping PPD achieve your goals. Axon Enterprise, Inc. (Axon) understands this solution is intended to address PPD's needs for body-worn cameras, mounts, a replacement warranty, cloud-based storage and a mobile application.

To meet these needs and objectives, Axon offers a comprehensive solution that complies with the requirements of PPD's RFQ and provides added value. The proposed solution consists of the following major elements:

- ▶ **Axon Body 4** – Axon Body 4 is a body-worn camera that attaches to an officer's uniform via multiple mounting options and can be equipped with a POV accessory that works as a secondary camera option. The camera offers adjustable resolution, aspect ratios, and high-quality audio capture for clear, admissible video evidence. Officers can control the Axon Body 4 with easily accessible buttons to seamlessly transition between operating modes and use advanced communication features. Additionally, Axon Body 4 can send notifications and alerts—such as a Watch Me notification—that simplify access to a camera's remote livestream and enables bi-directional communication. It can also transmit GPS and Wi-Fi location data, giving command staff greater real-time situational awareness.
- ▶ **Axon Fusus** – Axon Fusus Plus consolidates live video, alerts, and location data from Axon body-worn cameras into a single map view. Supervisors and responders can monitor developing incidents remotely through mobile or desktop, enabling faster and more informed decisions. Axon Fusus is the real-time interface for connected Axon devices, establishing a foundation for scalable real-time operations.
- ▶ **Axon Evidence** –Axon Evidence is a cloud-based DEMS that acts as a centralized repository to upload, store, manage, and share digital evidence, whether generated from Axon hardware or a third-party source. Users—including officers, detectives, and command staff—can take advantage of workflows built to simplify searching, sharing, and redacting evidence. Administrators can use customizable settings including granular user permissions and automatic evidence retention categories to reflect your specific policies. System actions are tracked and recorded in secure audit trails, giving agencies peace of mind.
- ▶ **Redaction Assistant** –Redaction Assistant uses AI technology to find and redact the most common objects found in evidentiary video including faces, screens, and license plates. As objects are detected in the video, the results are presented in real-time, allowing users to make any necessary adjustments.

- ▶ **Axon Community Request** –Axon Community Request and Community Request+ are tools built to securely request evidence from community members or the public at large for ingestion into Axon Evidence. Axon Community Request can be used by officers in the field to collect evidence, such as cell phone or surveillance video, from witnesses or victims. Axon Community Request+ allows public information officers or other authorized users to create a public web portal and associated QR code for sharing to social media, news media, or other outlets. Community members can then access the portal link and upload any evidence they have related to the incident in question, greatly simplifying the evidence-collection process.
- ▶ **Training and Support** –To help meet the requirements of this solicitation, we are proposing our Axon Virtual Starter package. This package includes:
 - ▶ One project planning call
 - ▶ One Administrator training session
 - ▶ Access to training documentation

Together, these elements provide a holistic solution that will help achieve PPD's goals.

Axon currently partners with more than 19,000 customers around the world, including –and we look forward to bringing the experience and understanding gained through those engagements to help PPD build a program that meets your needs.

If you have any questions regarding our proposal, pricing, or products, please contact Account Executive Gabriel Cruz by phone at 571.621.2970 or via email at gcruz@axon.com. You may also contact Senior Proposal Manager Julia Leibelshon by phone at 480.502.6249, or by email at jleibelshon@axon.com.

Sincerely,



Deputy General Counsel
Robert E. Driscoll, Jr.

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Our acceptance of this engagement is subject to completion of a formal agreement between both parties documenting the purchased products and services. Upon acceptance, the actual terms of our engagement will be documented in a separate writing to be signed by you and us. The information provided in this proposal is intended for informational purposes only and may not be copied, used, or modified, in whole or in part, for any purpose other than evaluation or as otherwise stated in the solicitation documents without Axon's written approval. All information and stats in this proposal are current as of January 1, 2025, unless otherwise noted.



1. SOLUTION OVERVIEW

AXON BODY 4



When operating in unpredictable environments, users need a body-worn camera they can depend on—one that withstands daily wear, captures critical moments with clarity, and stays connected when it matters most. Axon Body 4 is built for this reality, helping camera operators document events, maintain situational awareness, and keep the device running reliably through the demands of a full shift.

Designed and tested to withstand impacts, weather, and daily field conditions, Axon Body 4 offers durability without adding bulk. The device's reengineered battery delivers approximately 13 hours of performance under normal operation, helping users stay ready throughout their shift without the need for frequent recharging or battery swaps. A range of secure mounting options allows users to place the camera in an ideal location, supporting clear evidence collection regardless of uniform type.

High-quality recording is a core function of Axon Body 4. Its custom-designed lens, advanced low-light optimization, and a four-microphone array work together to capture clear, detailed video and audio, even in challenging conditions. Recording features such as Pre-Event Buffer and Video Recall are designed to save critical video from before a recording starts and retrieve footage even if a recording was not manually activated.

Integrated LTE and Wi-Fi enable Axon Body 4 to automatically share live location data, deliver real-time alerts, and support optional livestreaming features. This connectivity allows public safety agencies to monitor situations as they unfold to enhance situational awareness and officer safety. These features are designed to operate passively in the background, helping minimize distraction and support focus during high-pressure situations.

After use, Axon Body 4 docks provide a hands-free solution for evidence upload, device charging, and system updates. Once placed in a dock, the camera automatically transfers recorded footage to secure storage, applies firmware updates and new settings, clears onboard memory, and recharges—helping maintain device readiness for the next shift.

By combining rugged construction, improved battery life, flexible mounting, reliable connectivity, and simplified evidence management, Axon Body 4 supports the capabilities users need—and the confidence agencies expect—to capture, connect, and protect critical moments.

FEATURES AND BENEFITS

Axon Body 4 is designed for video and audio recording, device durability, mounting flexibility, connectivity, and secure data management. The following list outlines the features and benefits.

- ▶ **RUGGED CONSTRUCTION** – Tested to IP68 and MIL-STD-810H standards to support operation in wet, dusty, and high-impact environments. Tested to operate after drops from six feet (in ambient temperatures) and four feet (in cold temperatures).
- ▶ **LONG-LASTING BATTERY** – Integrated 4300 mAh lithium-ion battery provides approximately 13 hours of runtime per charge under normal operating conditions.



- ▶ **SINGLE MOLLE MOUNTING SYSTEM** – Integrates with a single MOLLE strap for secure mounting.
- ▶ **ADVANCED VIDEO CAPTURE** – Supports both configurable resolutions (480p, 720p, 1080p, 1440p) and wide or narrow fields of view with a frame rate of 30 FPS for clear, smooth recordings.
- ▶ **LOW-LIGHT PERFORMANCE** – Utilizes clear frame technology with less than 0.1 lux sensitivity to capture details in near-dark conditions without significant motion blur.
- ▶ **HIGH-QUALITY AUDIO PERFORMANCE** – Employs a four-microphone array with Nokia OZO Audio processing to help reduce background noise, enhance speech clarity, and improve directional sound capture.
- ▶ **RECORDING FAIL-SAFES** – Configurable pre-event buffer (up to 120 seconds) and Video Recall feature (up to 18 hours) help preserve key moments even without manual activation.
- ▶ **BUILT-IN CONNECTIVITY** – Integrated LTE, Wi-Fi, and GPS capabilities enable passive location tracking, real-time alerts, livestreaming, and Watch Me notifications without disrupting recording operations.
- ▶ **AXON SIGNAL TECHNOLOGY INTEGRATION** – Communicates with Axon-connected devices to begin a recording when certain actions are detected, such as a user arming a TASER energy weapon.
- ▶ **WIRELESS EVIDENCE UPLOAD** – Allows users to wirelessly send select evidence files directly from the camera to Axon Evidence.
- ▶ **AUTOMATED DOCKING AND EVIDENCE UPLOAD** – Hands-free docking charges the camera, applies firmware updates, clears device storage, and securely uploads footage to Axon Evidence.
- ▶ **LARGE INTERNAL STORAGE** – Provides 128 GB of secure onboard memory.
- ▶ **SECURE DATA PROTECTION** – Full-disk AES-256-XTS encryption helps protect captured evidence at rest; communication between the camera and storage uses 256-bit TLS 1.2 encryption with Perfect Forward Secrecy.

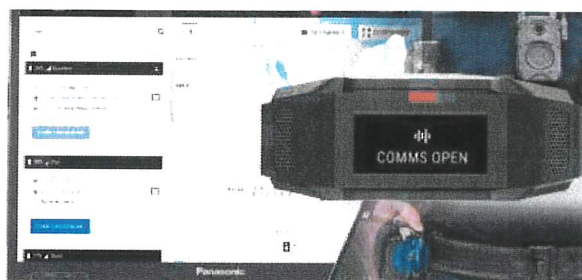
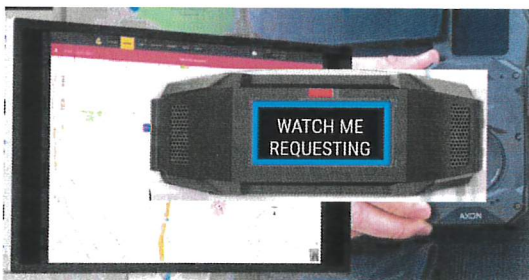


WATCH ME & BI-DIRECTIONAL COMMUNICATIONS

Axon Body 4 helps to improve real-time support through two connected capabilities: Watch Me and Bi-Directional Communication. Together, these features allow camera operators to request remote support from command staff and dispatch during critical moments—and communicate directly with those personnel without relying on an open radio channel or waiting for on-scene backup.

Watch Me allows Axon Body 4 users to discreetly signal for assistance, situational oversight, or backup during a developing situation by double-pressing Programmable Button 1 on the camera. This action alerts authorized remote viewers in Axon Fusus—such as supervisors, dispatchers, or command staff—that the camera user seeks immediate eyes on the scene. If the camera is not already recording, the Watch Me request will automatically transition the device into Recording mode so that video is captured.

Once a Watch Me request is activated or at any time during a livestream, authorized remote viewers can initiate a voice conversation with the camera user without interrupting the recording. With Bi-Directional Communication, the camera's built-in speaker and microphone provide hands-free, two-way communication with command staff, dispatchers, and other remote personnel.



LIVESTREAMING

Livestreaming allows authorized viewers to access real-time video directly from the field. This feature provides greater visibility during dynamic situations, helping command staff to make timely, informed decisions and offer real-time support to personnel in the field.

A livestream can be accessed when a camera is actively recording and connected via LTE. Depending on agency configurations, users can receive an audible, visual, or haptic notification when a livestream begins.

Whether engaging in a high-risk stop, de-escalating a volatile situation, or responding to an unknown threat, users know that the scene can be viewed in near real time. This increased visibility allows supervisors to be better informed and provide guidance, monitor safety risks, or send backup without distracting the camera user.

A typical livestreaming workflow looks like this:

- ▶ **RECORDING STARTS** – The user starts a recording on their Axon Body 4 camera with connected capabilities enabled.
- ▶ **LIVESTREAM ACCESSED** – A supervisor, dispatcher, or other authorized remote viewer opens the Axon Fusus map or mobile app, views camera locations, and selects the user's actively recording camera.



- ▶ **VIEWER INITIATES LIVESTREAM** – The remote viewer selects the option to “Watch”, which triggers a notification to the camera user, makes an entry in the device audit trail, and then begins the livestream.
- ▶ **LIVESTREAM ENDS** – The livestream ends automatically when the user stops the recording or can be closed manually by the viewer.

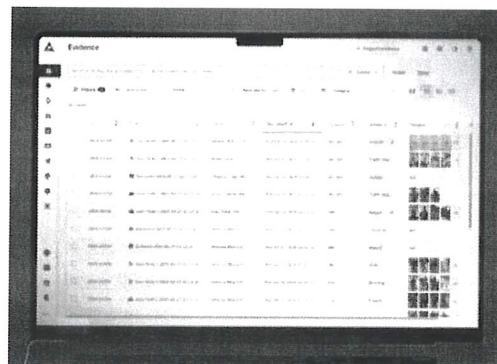


Livestream access, permissions, workflow behavior, and notifications can be tailored within Axon Evidence to align with agency policies and operational needs.

AXON EVIDENCE

Managing digital evidence across multiple sources is an operational challenge for modern public safety agencies. From capturing footage in the field to preparing case files, agencies manage large volumes of content under tight timelines and regulatory oversight. Axon Evidence is a secure, cloud-based digital evidence management system that helps agencies streamline each step of the evidence lifecycle—from intake and review to sharing and retention.

Evidence can be ingested from a variety of sources, including Axon body-worn and in-car cameras, third-party systems such as CCTV, and public submissions. Uploads from Axon devices make footage available without extensive manual processes. Evidence from third-party sources, such as CCTV footage or residential doorbell cameras, can be uploaded into the system with automatic file conversion if needed for playback. Digital public evidence submission portals or single-use submission links enable secure community contributions. Additionally, bulk evidence uploads and API integrations can simplify large-scale evidence transfers or recurring data transfers into Axon Evidence.



Tools in Axon Evidence help users quickly locate, organize, and manage digital evidence. Users can quickly retrieve relevant files by filtering search results based on multiple fields, including custom options for flexibility. Integrated playback and annotation allow users to mark key moments and add notes. Investigators can group related evidence within case structures, apply bulk updates to metadata, and use evidence-matching features to confirm that evidence related to an incident is included in a case.



Sharing features support secure collaboration with internal users and external partners. Within an agency, users can grant tailored access to files so that recipients have only the permissions necessary to view, edit, or share evidence based on their role. External stakeholders, including prosecutors or defense attorneys, can securely receive shared files through a controlled, traceable process.

Axon Evidence enables real-time situational awareness between personnel in the field and command center staff. Location information and live-streaming video give command staff real-time visibility into staff movements and unfolding incidents. Automated alerts notify command staff of critical events—such as a weapon being drawn or a vehicle collision—so they can respond quickly to changing situations.

Axon Evidence helps protect evidence integrity with audit trails, retention policies, and access controls. Actions such as viewing, editing, or sharing are logged in an audit trail to provide a clear and unalterable record of evidence handling without adding manual work. Customizable retention policies help agencies comply with legal and regulatory requirements by automating evidence storage and deletion. Administrators configure role-based access controls to define user permissions across the system so that personnel have the appropriate level of access to evidence, case files, and system settings while protecting sensitive data from unauthorized access.

The system's key capabilities include:

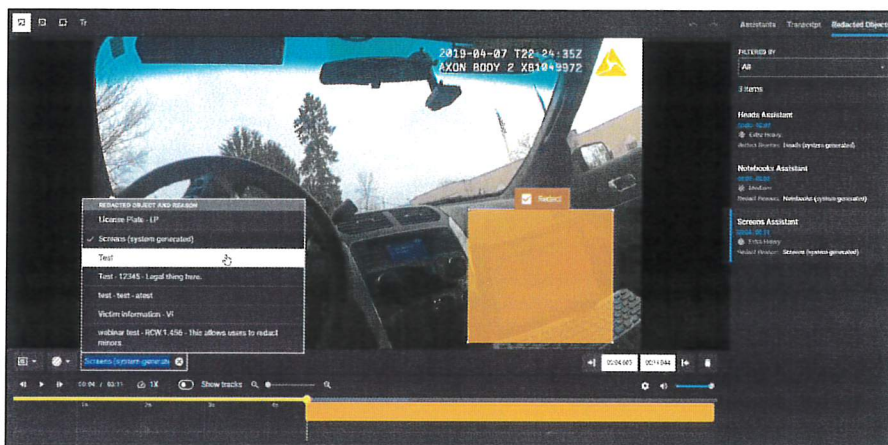
- ▶ **EVIDENCE INGESTION** – Facilitates the transfer of evidence from Axon devices and third-party sources, reducing manual effort and simplifying evidence access.
- ▶ **EVIDENCE MANAGEMENT** – Organizes files with metadata tagging, case-based structures, and automated workflows to simplify evidence management and support proper retention and policy compliance.
- ▶ **SEARCH AND PLAYBACK** – Provides advanced search filters, metadata-based indexing, and an intuitive media player for efficient evidence retrieval and analysis.
- ▶ **EVIDENCE SHARING** – Facilitates secure sharing of evidence and cases with internal teams or external stakeholders while maintaining chain-of-custody and access controls.
- ▶ **CONNECTED FEATURES** – Improves situational awareness and response coordination with live location monitoring, livestreaming video, and automated event recording.
- ▶ **AUDIT TRAILS AND EVIDENCE TRACKING** – Safeguards evidence authenticity with tamper-proof audit trails, integrity checks, and comprehensive reporting tools to support chain-of-custody and access controls.
- ▶ **CUSTOMIZATION AND SETTINGS** – Allows administrators to configure system policies, manage user access, and customize evidence workflows to align with organizational requirements.
- ▶ **SYSTEM SECURITY** – Protects evidence with robust security controls at the application level.



REDACTION ASSISTANT

Managing video evidence redaction with precision and speed is a critical part of modern evidence handling workflows. Redaction Assistant is built directly into Axon Evidence's Redaction Studio and leverages advanced AI technology to automatically detect and mask common sensitive objects such as heads, license plates, screens, notebooks, and IDs, such as passports and driver's licenses. By accelerating redaction tasks while maintaining user control, Redaction Assistant helps agencies protect privacy and streamline evidence handling.

Users begin by selecting a video for redaction within Axon Evidence, then launch Redaction Assistant, which scans the footage for the chosen object types. A real-time progress bar tracks processing, which can continue in the background even if the user closes their session. Once complete, detected objects appear as redaction masks that users can review, reposition, resize, adjust blur levels, and set timing for. Users maintain flexibility to manually add or modify masks with traditional redaction tools, providing granular control over the redaction process. After review, users extract the redacted video as a new file, preserving the original evidence and supporting chain-of-custody standards.



To further enhance efficiency, Redaction Assistant offers a bulk redaction workflow where users can select up to 20 videos and redact heads, license plates, screens, and/or notebooks for automatic detection and masking. After processing, users will review the redactions for accuracy and adjustments, if necessary, before extracting the redactions. This streamlined workflow supports large-scale evidence reviews while preserving accuracy and oversight.

Redaction Assistant supports optional reason tracking, which assists agencies in meeting regulatory or internal policy requirements by documenting the rationale behind redactions. For additional insights, redaction data—including object types, timestamps, and reasons—can be exported in a detailed Redaction Activity Report, facilitating auditability and transparency.

By combining powerful AI-driven automation, bulk redaction workflows, and robust reporting, Redaction Assistant helps agencies protect privacy, accelerate workflows, and maintain integrity across the entire evidence management lifecycle.



ADDITIONAL BENEFITS

- ▶ **AI-POWERED AUTOMATED DETECTION** – Detects heads, license plates, screens, and physical notebooks or other paper objects, such as vehicle registrations, to accelerate redaction tasks
- ▶ **SEAMLESS INTEGRATION** – Embedded within Axon Evidence's Redaction Studio, no additional software required
- ▶ **UNDO AND REDO** – Correct mistakes without losing redaction progress
- ▶ **REDACTED OBJECTS TAB** – Quickly view and navigate applied masks within a video for efficient management and adjustment

AXON COMMUNITY REQUEST

Axon Community Request and Community Request+ are tools built to securely request evidence from community members or the public at large for ingestion into Axon Evidence. Axon Community Request can be used by officers in the field to collect evidence, such as cell phone or surveillance video, from witnesses or victims. Axon Community Request+ allows public information officers or other authorized users to create a public web portal and share a link to that portal via social media. Community members can then access the portal link and upload any evidence they have related to the incident in question, greatly simplifying mass evidence collection processes.

AXON COMMUNITY REQUEST IN THE FIELD

Axon Community Request allows staff in the field to collect digital evidence, such as cell phone photos or videos, securely from community members who witnessed an incident or captured it on a surveillance device. Your authorized users will simply log in using their Axon Evidence credentials and generate an invitation from the Axon Capture mobile application or directly in Axon Evidence.

Axon Community Request has been purposely designed to be highly customizable to fit your preferences and local laws. Depending on PPD's settings, users can select whether the submission will be anonymous or will request the first and last name and birth date of the community member. When generating an invitation, PPD administrators can also require that the ID, category, and description fields be entered by the user prior to the invitation being sent. These initial pieces of metadata help to make post-submission processing and searching simple. The entire invitation process was designed to be completed quickly while still capturing critical information.

In addition, customized evidence certificates can be attached to Community Request invitations. These digital forms will be filled out by the recipient and securely stored alongside any submitted evidence.

AXON Demo Site Evidence Submission Portal

Evidence Request: 992211
Invitation from DC Smith, S.

DESCRIPTION
Requesting information about incident on 6/15/2025 at Main and 1st

Certificate Required

1 certificate must be completed to submit these 0 files as evidence. **COMPLETE CERTIFICATE**

Witness Statement - US

TAP TO UPLOAD

To submit evidence, please complete all the required sections. **SUBMIT**



Once generated, the single-use invitation will be sent to the individual via a text message or email to their web-enabled smartphone. Prior to uploading their files, they will need to accept a terms and conditions page, which PPD can customize to include any desired language. The community member will then select any applicable photos or videos and upload them via a cellular or Wi-Fi connection.

The selected evidence will be uploaded into Axon Evidence; the citizen will receive a confirmation message, and the officer will receive confirmation. By default, the evidence will be placed into a Pending Triage status for review prior to official intake.

AXON COMMUNITY REQUEST AT THE STATION

After evidence has been submitted by a community member, it can be triaged by an officer, investigator, or other authorized agency staff member to confirm it is related to the incident in question and should be accepted as evidence. Alternatively, PPD administrators can adjust settings so that evidence is auto-accepted.

After intake, the evidence can be managed directly alongside any other digital evidence related to the case. This allows PPD to take advantage of Axon Evidence's powerful built-in features—like case management, audit trails, and our redaction suite—for your evidence streams.

Administrators can create, edit, import, or export evidence certificates directly in Axon Evidence. They can be customized to include fields such as text entries, checkboxes, and digital signatures. This feature enhances the integrity of digital evidence collection by allowing agencies to document necessary attestations directly within Axon Evidence.

ADDITIONAL BENEFITS

- ▶ **PROTECTS THE CHAIN OF CUSTODY** – Both Axon Community Request and Community Request+ utilize automatic, secure audit trails to track submission activity, ingestion, user access, and more
- ▶ **ACCELERATED REVIEW** – Axon Community Request's triage tool allows the reviewing user to quickly decide which submissions should be accepted or declined
- ▶ **SIMPLE PROGRAM MANAGEMENT** – Axon Community Request+ manages the infrastructure and tools needed to support large volumes of submissions during major incidents
- ▶ **SECURE STORAGE** – Submitted evidence can only be uploaded to your Axon Evidence instance for secure and compliant storage of critical evidence files
- ▶ **AVAILABLE API INTEGRATIONS** – Approved third-party applications can be connected to Community Request+ via API, allowing further integration between systems



TRAINING & SUPPORT

To remain cost-conscious while meeting your anticipated deployment needs, we have included our Axon Virtual Starter package. This package includes a single day of remote deployment services consisting of a project planning session, configuration support, and a single Administrative training session. The assigned professional services manager can work with PPD to assess deployment needs and determine if any further services are appropriate. Additional days of virtual deployment support can be purchased if further training is needed for supervisors, users, and/or support staff. Training is entirely customizable to your needs; our experienced PSO team members will train your system administrators.

PPD's Plan and Schedule		
configuration (5 days total)		
TASKS	OWNER	DURATION
Dock Registration and Configuration	Axon, PPD	1 day
Install and Test Axon Docks	Axon, PPD	2 days
Create User Accounts in Axon Evidence	Axon, PPD	2 hours
Inventory, Assign, and Test Axon Devices	Axon, PPD	1 day
Create a Video Policy Draft	PPD	5 days
Record and Upload Test Videos	Axon, PPD	1 hour
Install Axon Mobile Applications	Axon, PPD	1 day
Training (3 Hours Total)		
TASKS	OWNER	DURATION
Administrator Training	Axon	3 hours
Go Live Complete (2 hours total)		
Tasks	Owner	DURATION
Post-Deployment Meeting	Axon, PPD	2 hours



POST-DEPLOYMENT

The final portion of the project is the post-deployment segment, which starts after deployment concludes and continues for the life of the solution. Axon is focused on providing dedicated and effective post-deployment support to our customers. We have a full staff of product support and account management specialists in place to help our law enforcement partners have the most successful body-worn camera program possible.

CUSTOMER SUPPORT

Axon has a full technical support division, comprised of 66 full-time team members, who are responsible for supporting our entire line of products. Live phone support is available 24-hours a day, seven days a week, including holidays; the team is based in our Axon headquarters in Scottsdale, AZ with agents working remotely across the globe to provide round-the-clock support. The team is trained to handle many types of inquiries, from general use questions to complex hardware, software, and network troubleshooting.

Having a single point of contact simplifies support of your critically important hardware and software. Our team is held to a high standard of support, and statistics are tracked closely to make sure those expectations are met. Recent statistics include:

- ▶ A 47-second average hold time in 2024
- ▶ 92% average customer survey feedback score in 2024
- ▶ An average of 86% of web-submitted cases were responded to within 24 hours in 2024; includes cases submitted during overnight and weekend hours.

The phone, online, email, and remote-location troubleshooting described here are included as part of your investment in the Axon Ecosystem. A technical support representative may be contacted at 800.978.2737 (extension 4), via email at support@axon.com, or by creating a ticket in your MyAxon account.

In addition to the telephone support provided by the Axon technical support team, the following online resources can assist customers with self-service support, learning, and troubleshooting.

MYAXON CUSTOMER PORTAL

The MyAxon customer portal is designed to be a convenient, single source for product usage and training, purchasing, and online technical support for Axon customers. PPD agency administrators can opt into MyAxon use. Users can then activate their account, which will use their Axon Evidence username and password.

Users can access MyAxon at <https://my.axon.com/> to explore a wide range of support options organized under the following headers.



PRODUCT GUIDES AND HELP ARTICLES



The **Product Guides** section of MyAxon houses a vast array of product information, covering hardware, software, software release notes, product workflows, and frequently asked questions. Users can access the search feature to quickly find an article or product guide that helps to answer their question.

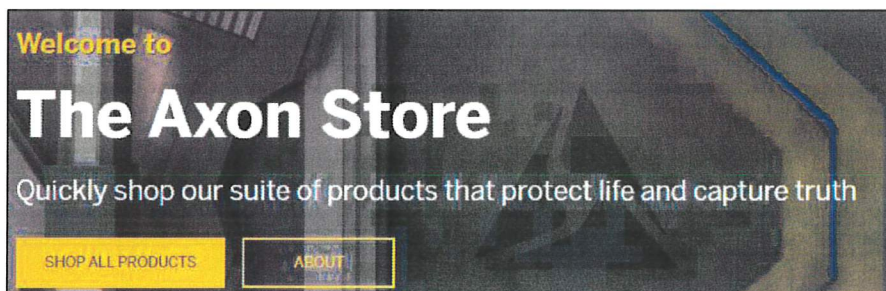
Each product has its own help page. Depending on the product, this page may include articles on product usage and features, setup and configuration, and troubleshooting. At the bottom of each product page, users will find further resources such as downloadable product guides, installation manuals, specification sheets, and firmware downloads.

Video content may be embedded within the product guide pages and covers a variety of topics, including hardware usage, administrator settings, end-user workflows, and software navigation.

MY AGENCY

The **My Agency** section displays information and features related to your agency within MyAxon. This includes registered users, the ability to submit new and view past Axon technical support cases, order status, and training voucher credits. Only authorized agency administrators are granted access to certain features, including submitting tax exemption forms, user management, case management, training management, and online store order management.

THE AXON STORE



The **Shop** header in MyAxon takes registered users to The Axon Store. There, they can browse Axon products, select quick order options, or request a bundled quote from their account executive. And, with the option to email a quote, users can easily gather budget information to present to agency leaders for purchasing requests. Authorized users can also access the live chat feature for assistance with orders and view your assigned Axon account executive team members.



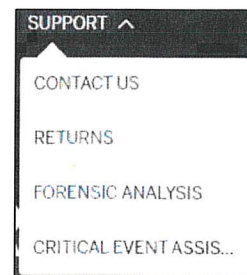
COLLABORATE

The **Collaborate** header in MyAxon takes authorized users to a space for discussion on a variety of topics related to Axon products and law enforcement. This user-centric message board is ever-evolving. Some specialty message boards are invitation-only; users can request access easily from the interface. Specialty groups include the Axon Aid wellness network and Axon Records learning forum.

SUPPORT

Clicking the **Support** header in MyAxon allows users to select from several support options from a drop-down menu, including contact us, returns, forensic analysis, and critical event assistance.

Choosing the **Contact Us** option brings users to a page where they can access Axon's support resources. From this page, users can create a case to be submitted to Axon's technical support team and can even attach files, such as a screenshot of an error. The phone numbers for technical support—U.S., Canada, and other international options—are displayed if phone communication is preferred.



 Create a Ticket Save time by starting your support ticket online and we'll connect you with an expert. * Issue Type --None--	 Call Us Talk to our customer and technical support team. US & Canada: 800-978-2737 UK: +44 01327 709 666 AU: 1-800-512-069 NZ: 1-800-005-161	 Email Us Conveniently send us an email and a support expert will get back to you soon. Online store, training, and general customer service customerservice@axon.com Evidence.com, GWC, CEW, and product related questions support@axon.com TASER civilian support team@taser.com
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If email support is preferable, addresses for our teams are provided. The customer service team can assist with questions about the online store, TASER energy weapon training classes, and general customer service questions; they can be reached at customerservice@axon.com. The technical support team handles technical questions about Axon's law enforcement or justice-based hardware or software; they can be reached at support@axon.com.

Selecting the returns option from the main support drop-down menu brings users to an RMA processing page. Users can add devices for return or check the status of an in-progress RMA request.

Selecting the forensic analysis option brings users to a page where a formal device analysis can be requested; data analysis, full analysis, and cartridge/wire/probe analysis options are available. Analysis findings will be submitted in a formal report and can include any data related to the incident. Requests are subject to the Expert Fee Schedule which is presented for acceptance during the request process.



Lastly, the critical event assistance option allows authorized users to request Axon's assistance in case of a critical event. Guidelines on what is considered a critical event and next steps are provided.

AXON ACADEMY



Axon Academy is our primary platform for delivering certification training. It offers a range of courses that are developed and maintained by Axon subject matter experts. These certifications are designed to provide professionals with skills and credentials which can enhance their expertise and further their career.

Specialized certifications may require a voucher or additional purchase to enroll, including:

- ▶ **TASER ENERGY WEAPON INSTRUCTOR CERTIFICATION**
- ▶ **TASER ENERGY WEAPON MASTER INSTRUCTOR SCHOOL (MIS)**
- ▶ **TACTICAL DRONE INSTRUCTOR SCHOOL**
- ▶ **BODY-WORN CAMERA CERTIFICATION COURSE**

Current certified TASER energy weapon instructors also have access to the TASER Instructor Network (TIN), a forum where users can ask or answer questions related to energy weapons in a message board-style environment.

Additionally, Axon Academy houses the Axon Developer Community, designed to make the API implementation process more user-friendly. The community offers an interactive API explorer for users to test and see examples of API requests and responses without needing a single line of code. Prior to accessing this resource, an agency administrator needs to agree to the terms of service for the community.

The Axon Body 4: End User course is available with on-screen text, subtitles, and voiceover:

- ▶ Axon Body 4: End User
- ▶ Axon Body 4: Admin
- ▶ Axon Auto-Transcribe
- ▶ Axon Evidence Redaction Studio
- ▶ Axon Community Request
- ▶ Axon Evidence: Admin
- ▶ Axon Evidence: End User



AXON EVIDENCE HELP TAB

For ease, users can also access technical support assistance, user guides, release notes, application downloads, and mobile app downloads while logged in to Axon Evidence. Clicking on the links will either redirect users to the associated MyAxon page or will begin downloading the software, depending on the selection.

Help Resources

Release Notes 

Release notes for Axon products, with a month-by-month archive.

User Guides 

The home of the user guides for all Axon products.

Axon Academy 

A training platform providing courses on law enforcement technology, procedures, and best practices.

Contact Us 

Contact an Axon representative by email, phone, or creating a support ticket.

Download

Axon Air 

The end-to-end drone platform for public safety.

Axon Fleet 

An in-vehicle recording system for capturing audio and video in high-risk environments for secure storage, retrieval, and analysis with Axon Evidence.

Axon Investigate 

An on-premises video evidence software solution that helps investigators uncover truth faster.

Axon Sync 

Manage evidence from anywhere, supporting various sources for seamless syncing.

Axon Upload XT V2 

Simplifies digital evidence transfer and storage for efficient, secure handling.

Axon View XL 

Control in-car and body cameras, streamline evidence review on patrol car's MDT.

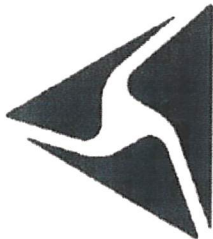
Mobile Apps

Axon  

A mobile app to use Axon Evidence, Axon Records, and Axon Standards on the go.

Axon Capture  

A mobile app for secure evidence collection via smartphone, auto-tagging with GPS, and seamless Axon integration.



Axon Enterprise, Inc.
17800 N 85th St
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-750261-45967GC

Issued: 11/06/2025

Quote Expiration: 11/30/2025

Estimated Contract Start Date: 01/01/2026

Account Number: 110327

Payment Terms:

Mode of Delivery: UPS-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
Paris Police Department - KY 525 High St Paris, KY 40361-1848 USA	Paris Police Department - KY 525 High St Paris KY 40361-1848 USA Email:	Gabriel Cruz Phone: 571-621-2970 Email: gcruz@axon.com Fax:	Lewis Boyer Phone: (859) 987-2100 Email: lboyer@paris.ky.gov Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$180,575.20
ESTIMATED TOTAL W/ TAX	\$180,575.20

Discount Summary

Average Savings Per Year	\$15,142.35
TOTAL SAVINGS	\$75,711.74

Payment Summary

Date	Subtotal	Tax	Total
Oct 2025	\$36,115.04	\$0.00	\$36,115.04
Oct 2026	\$36,115.04	\$0.00	\$36,115.04
Oct 2027	\$36,115.04	\$0.00	\$36,115.04
Oct 2028	\$36,115.04	\$0.00	\$36,115.04
Oct 2029	\$36,115.04	\$0.00	\$36,115.04
Total	\$180,575.20	\$0.00	\$180,575.20

Quote Unbundled Price: \$254,907.68
 Quote List Price: \$179,199.68
 Quote Subtotal: \$180,575.20

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
B00047	BUNDLE - AXON BODY CAMERA STARTER BUNDLE	30	60	\$95.14	\$53.08	\$53.08	\$95,544.00	\$0.00	\$95,544.00
A la Carte Software									
100673	AXON EVIDENCE - ECOM LICENSE - CONVERSION BASIC TO PRO	4	59		\$27.08	\$27.54	\$6,499.20	\$0.00	\$6,499.20
73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	30	59		\$10.83	\$11.01	\$19,494.00	\$0.00	\$19,494.00
73618	AXON COMMUNITY REQUEST	30	59		\$10.83	\$11.01	\$19,494.00	\$0.00	\$19,494.00
73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	30	59		\$20.58	\$20.93	\$37,044.00	\$0.00	\$37,044.00
A la Carte Services									
80146	AXON BODY - PSO - VIRTUAL STARTER	1			\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
Total							\$180,575.20	\$0.00	\$180,575.20

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	30	1	12/01/2025
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	1	1	12/01/2025
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	100206	AXON BODY 4 - 8 BAY DOCK	4	1	12/01/2025
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	33	1	12/01/2025
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	11507	AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE	33	1	12/01/2025
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	4	1	12/01/2025
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	4	1	12/01/2025
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	73309	AXON BODY - TAP REFRESH 1 - CAMERA	31	1	06/01/2028
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	4	1	06/01/2028

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	30	01/01/2026	12/31/2030
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	73840	AXON EVIDENCE - ECOM LICENSE - BASIC	30	01/01/2026	12/31/2030
A la Carte	100673	AXON EVIDENCE - ECOM LICENSE - CONVERSION BASIC TO PRO	4	01/01/2026	12/01/2030
A la Carte	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	30	01/01/2026	12/01/2030

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	73618	AXON COMMUNITY REQUEST	30	01/01/2026	12/01/2030
A la Carte	73680	AXON FUSUS - LICENSE -BWC CONNECTIVITY AND PLUS USER	30	01/01/2026	12/01/2030

Services

Bundle	Item	Description	QTY
A la Carte	80146	AXON BODY - PSO - VIRTUAL STARTER	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	80464	AXON BODY - TAP WARRANTY - CAMERA	1	12/01/2026	12/31/2030
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	80464	AXON BODY - TAP WARRANTY - CAMERA	30	12/01/2026	12/31/2030
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	4	12/01/2026	12/31/2030

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	525 High St	Paris	KY	40361-1848	USA

Payment Details

Oct 2025									
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total			
Year 1	100673	AXON EVIDENCE - ECOM LICENSE - CONVERSION BASIC TO PRO	4	\$1,299.84	\$0.00	\$1,299.84			
Year 1	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	30	\$3,898.80	\$0.00	\$3,898.80			
Year 1	73618	AXON COMMUNITY REQUEST	30	\$3,898.80	\$0.00	\$3,898.80			
Year 1	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	30	\$7,408.80	\$0.00	\$7,408.80			
Year 1	80146	AXON BODY - PSO - VIRTUAL STARTER	1	\$500.00	\$0.00	\$500.00			
Year 1	B00047	BUNDLE - AXON BODY CAMERA STARTER BUNDLE	30	\$19,108.80	\$0.00	\$19,108.80			
Total				\$36,115.04	\$0.00	\$36,115.04			

Oct 2026									
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total			
Year 2	100673	AXON EVIDENCE - ECOM LICENSE - CONVERSION BASIC TO PRO	4	\$1,299.84	\$0.00	\$1,299.84			
Year 2	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	30	\$3,898.80	\$0.00	\$3,898.80			
Year 2	73618	AXON COMMUNITY REQUEST	30	\$3,898.80	\$0.00	\$3,898.80			
Year 2	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	30	\$7,408.80	\$0.00	\$7,408.80			
Year 2	80146	AXON BODY - PSO - VIRTUAL STARTER	1	\$500.00	\$0.00	\$500.00			
Year 2	B00047	BUNDLE - AXON BODY CAMERA STARTER BUNDLE	30	\$19,108.80	\$0.00	\$19,108.80			
Total				\$36,115.04	\$0.00	\$36,115.04			

Oct 2027									
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total			
Year 3	100673	AXON EVIDENCE - ECOM LICENSE - CONVERSION BASIC TO PRO	4	\$1,299.84	\$0.00	\$1,299.84			
Year 3	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	30	\$3,898.80	\$0.00	\$3,898.80			
Year 3	73618	AXON COMMUNITY REQUEST	30	\$3,898.80	\$0.00	\$3,898.80			
Year 3	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	30	\$7,408.80	\$0.00	\$7,408.80			
Year 3	80146	AXON BODY - PSO - VIRTUAL STARTER	1	\$500.00	\$0.00	\$500.00			
Year 3	B00047	BUNDLE - AXON BODY CAMERA STARTER BUNDLE	30	\$19,108.80	\$0.00	\$19,108.80			
Total				\$36,115.04	\$0.00	\$36,115.04			

Oct 2028									
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total			
Year 4	100673	AXON EVIDENCE - ECOM LICENSE - CONVERSION BASIC TO PRO	4	\$1,299.84	\$0.00	\$1,299.84			
Year 4	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	30	\$3,898.80	\$0.00	\$3,898.80			
Year 4	73618	AXON COMMUNITY REQUEST	30	\$3,898.80	\$0.00	\$3,898.80			
Year 4	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	30	\$7,408.80	\$0.00	\$7,408.80			
Year 4	80146	AXON BODY - PSO - VIRTUAL STARTER	1	\$500.00	\$0.00	\$500.00			
Year 4	B00047	BUNDLE - AXON BODY CAMERA STARTER BUNDLE	30	\$19,108.80	\$0.00	\$19,108.80			
Total				\$36,115.04	\$0.00	\$36,115.04			

Oct 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	100673	AXON EVIDENCE - ECOM LICENSE - CONVERSION BASIC TO PRO	4	\$1,299.84	\$0.00	\$1,299.84
Year 5	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	30	\$3,898.80	\$0.00	\$3,898.80
Year 5	73618	AXON COMMUNITY REQUEST	30	\$3,898.80	\$0.00	\$3,898.80
Year 5	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	30	\$7,408.80	\$0.00	\$7,408.80
Year 5	80146	AXON BODY - PSO - VIRTUAL STARTER	1	\$500.00	\$0.00	\$500.00
Year 5	B00047	BUNDLE - AXON BODY CAMERA STARTER BUNDLE	30	\$19,108.80	\$0.00	\$19,108.80
Total				\$36,115.04	\$0.00	\$36,115.04

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

11/6/2025





WARRANTY

The Master Services and Purchasing Agreement (MSPA) outlines the warranty terms for both hardware and software products provided by Axon.

HARDWARE

For hardware products, Axon provides a limited warranty that covers defects in workmanship and materials for one year from the date of receipt. This includes **Axon-manufactured devices**. Axon-manufactured accessories are covered for ninety days from the date of receipt.

Non-Axon manufactured accessories are covered under the manufacturer's warranty.

EXTENDED WARRANTY

Extended warranties are also available, which run from the expiration of the one-year hardware warranty through the extended warranty term.

TECHNOLOGY ASSURANCE PLAN

The Axon Technology Assurance Plan (TAP) covers Axon cameras via an extended warranty for the five-year contract term. This includes spare cameras and one camera refresh at the two-and-a-half-year mark free of charge.

Please see the Axon Master Services and Purchasing Agreement that outlines the full terms and conditions of the standard manufacturer warranty, extended warranty, and Technology Assurance Plan.

SOFTWARE

Unlike physical hardware, software and cloud-based services are continuously evolving and operate in a wide range of technical environments. As such, traditional product warranties—such as guarantees of hardware performance or defect-free operation—do not apply to software. This is standard in software-as-a-service (SaaS) contracts.

Axon provides software and Axon Cloud Services on an "AS IS" basis without any warranty of any kind, either express or implied. Axon disclaims any warranties or responsibility for data corruption or errors before data is uploaded to Axon Cloud Services. However, Axon does indemnify customers against claims that Axon Cloud Services or other Axon software infringes or misappropriates a third party's intellectual property rights. Please see the included Master Services and Purchasing Agreement for full details.

SOFTWARE UPGRADES AND UPDATES

Note that the latest product updates are included as part of your investment in Axon Cloud Services. These updates are included in the cost of the software license and are delivered throughout the year.

Please note that additional product features, enhancements, or upgrades Axon advertises as distinct, separate add-on products or applications may not be included.

APPENDIX



1. EXCEPTIONS & AXON MASTER SERVICES AND PURCHASING AGREEMENT

Axon's proposal is contingent upon the acceptance and inclusion of Master Services and Purchasing Agreement, which can be found at www.axon.com/sales-terms-and-conditions, into the definitive terms of any resulting contract. Axon would be happy to negotiate these terms in good faith upon award.

CAPTURE TRUTH
ACCELERATE JUSTICE
PROTECT LIFE





PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Municipal Order 2025-96; Approving Revised Job Descriptions: EMS & Fire Department
DEPARTMENT: Commission and Board

RECOMMENDED MOTION: Motion to approve municipal order 2025-96 approving revised job descriptions for EMS & Fire Department.

DESCRIPTION:

The City of Paris is updating job descriptions for all Fire Department and Emergency Medical Services (EMS) roles, to ensure alignment with current professional standards and operational requirements. These revisions reflect the City's standardized certification processes, incorporate changes in state and industry expectations.

This update includes the integration of ongoing continuing education requirements to support skill development, maintain licensure, and ensure personnel are fully prepared to meet evolving community needs. Additionally, an annual physical agility assessment will now be required for applicable positions to verify that personnel possess the physical readiness necessary to perform essential job duties safely and effectively.

REQUESTED BY:

Name: Fire Chief, Josh Hurst



City of Paris Fire Department Standard Operating Guides

Title: Fire Chief Job Description

Date Issued: October 1992
Date Last Revised: December 2025
Revision Number: 3
Total Pages: 3
Chief: Josh Hurst

Class Title: Fire Chief

Characteristics of the Class: Under general direction of the City Manager, plans, organizes, directs, coordinates, and evaluates the firefighting, prevention, and fire service activities of the Fire Department and any other related work as required.

Examples of Duties: Plans operations. Assists in interviewing and selecting Fire Department personnel. Assigns personnel and equipment. Evaluates needs and makes recommendations for the purchase of apparatus and equipment. Submits information and requirements of the Fire department for the predation of the annual budget. Maintains necessary departmental records. Directs departmental training programs. Initiates disciplinary charges. Directs the physical maintenance of the building, grounds, and equipment. Supervised the periodic testing and flushing of fire hydrants. Assumes responsibility for the maintenance of clear, concise records of fire class and fires. Responds to major alarms and personally directs firefighting operations. Works with federal and state officials, and the City Engineer/Building Inspector on fire related matters.

Minimum Qualifications:

Training and Experience: Graduation from an accredited high school or its equivalent (GED), ten (10) years of progressively responsible firefighting and fire prevention experience (3 years of those years must be in a supervisory position). Additional education in firefighting and prevention (fire science) may be substituted for the experience on a year-by-year basis.

Special Necessary Requirements: Completion of the required annual training. Possession of a valid operator's license issued by the Commonwealth of Kentucky.

Special Knowledge, Skills, and Abilities: Extensive knowledge of the principles, practices, methods, and equipment employed in modern firefighting. Extensive knowledge of fire hazards and prevention techniques. Ability to plan, assign, and coordinate the activities performed by the employees in varied firefighting activities. Ability to maintain discipline and respect of subordinates and command personnel effectively. Ability to initiate, plan, and carry out programs in Fire Department administration, in-service training, and fire prevention. Ability to communicate effectively. Ability to establish and maintain effective work relationships with other employees, officials, and the public. Fitness. Resourcefulness. Alertness. Sound Judgement. Integrity.

All EMS & Fire personnel shall be able to perform the annual physical agility test.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY

The employee is expected to protect the privacy of all patient information in accordance with the City of Paris Fire/EMS privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the City of Paris Fire/EMS policies and procedures on patient privacy may result in disciplinary action up to immediate termination of employment, membership, and association with the City of Paris.

The employee may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The employee may only share such information with those who have a need-to-know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment, or other City of Paris Fire/EMS operations.

The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding the City of Paris Fire/EMS policies and procedure on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

The employee is expected to actively participate in the City of Paris Fire/EMS training program and is required to communicate privacy policy information to coworkers, students, patients, and others in accordance with the City of Paris Fire/EMS policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or listen, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl while carrying a load, and taste and smell.

The employee must frequently lift and/or move up to 175 pounds and occasionally lift and/or move greater than 175 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergencies and stressful situations. Individuals are exposed to hearing alarms and hazards associated with emergency scenes, including noxious odors, fumes, chemicals, and smoke.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration.

The noise level in the work environment is usually quiet in the office settings, and loud at an emergency scene.

These examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



City of Paris Fire Department Standard Operating Guides

Title: Battalion Chief Job Description

**Date Issued: Unknown
Date Last Revised: December 2025
Revision Number: 1
Total Pages: 3
Chief: Josh Hurst**

Class Title: Battalion Chief

Characteristics of the Class: Under general direction, has the direct command over a number of firefighters in an assigned section at a fire scene and has the responsibility for the discipline of them and the proper maintenance of apparatus at a fire station; serves in the absence of the Chief; and does related work required.

Examples of Duties: Supervises firefighting activities and personnel of the department as second officer in the line of command. Determines what equipment and apparatus will be used at a fire scene and leads personnel to extinguish fires and saving lives and property. Inspects personnel, station and equipment for proper appearance and condition. Assigns and supervises routine maintenance tasks relating to equipment, station, and the grounds. Instructs and drills personnel on firefighting techniques and related subjects and supervises training of personnel at the training area or drill. Establishes training standards and participates in instructional sessions. Administers departmental rules and regulations. Make reports concerning personnel and activities. Sees that equipment is always maintained in a serviceable condition. Keeps daily records on activities and run reports. Performs public relations.

Example of Duties:

- Will participate in Firefighting, Rescue, and Emergency Medical Responses.
 - Learns all departmental rules and regulations and abides by the same.
 - Responds to all emergency calls with their company or any other company as needed or as directed by the Fire Chief.
 - Performs all requirements to maintain certification/licensure as an EMT or Paramedic.
 - Performs basic and advanced life support as necessary.
 - Responsible for patient care reports and participation in QA/QI.
 - Studies all prescribed training materials as well as locations of city streets and county roads.
 - Learns proper use of tools and equipment within the department.
 - Assigns a wide variety of housekeeping chores and any other duties
 - Assigns routine general maintenance work.
 - Attends training schools or classes as recommended.
 - Assigns tasks to meet the overall mission of the Paris Fire Department.
 - Operate as both a member of a team and independently.
 - Spends extensive time exposed to severe weather conditions.
- Responsible for scheduling workdays, vacation, and sick days for their assigned shift.

- Operate in environments of high noise, poor visibility, and limited mobility at heights and enclosed spaces due to nature of emergency and weather conditions.
- Tolerates extreme fluctuations of temperature.
- Performs in wet, icy, and muddy areas.
- Performs a variety of tasks on slippery, hazardous surfaces.
- Works in areas where sustaining traumatic or thermal injuries are possible.
- Faces exposure to body or health damaging agents.
- Could wear personal protective equipment that weighs more than 50 pounds.
- Perform complex tasks during life threatening emergencies.
- Makes life and death decisions during emergency conditions.
- Exposed to traumatic sights and smells associated with trauma or burn victims.
- Make rapid transitions from rest to near maximal exertion without warmup period.
- Works for long periods of time, requiring sustained physical activity and intense concentration.
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confusing, chaotic, and potentially life-threatening environment.

Minimum Qualifications:

Training and Experience: Graduation from an accredited high school or its equivalent (GED), 5 years of progressively responsible firefighting experience (two years of which must have been in a supervisory position). Recommended Fire Inspector 2 and Fire Officer 2 certifications. Will need both certifications within one (1) year of promotion.

Special Necessary Requirements: Completion of the required annual training. Possession of valid vehicle operator's license as issued by the Commonwealth of Kentucky.

Special Knowledge, Skills, and Abilities: Thorough knowledge of modern firefighting principles, techniques, and skills in their application. Thorough knowledge of departmental policies, rules, and regulations. Thorough knowledge of the operation and maintenance of the various types of apparatus and equipment used and the ability to supervise the effective use of it. Ability to establish and maintain effective work relationships with other employees, officials, and the public. Fitness. Resourcefulness. Alertness. Sound Judgement. Integrity.

All EMS & Fire personnel shall be able to perform the annual physical agility test.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY

The employee is expected to protect the privacy of all patient information in accordance with the City of Paris Fire/EMS privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the City of Paris Fire/EMS policies and procedures on patient privacy may result in disciplinary action up to immediate termination of employment, membership, and association with the City of Paris.

The employee may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The employee may only share such information with those who have a need-to-know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment, or other City of Paris Fire/EMS operations.

The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding the City of Paris Fire/EMS policies and procedure on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

The employee is expected to actively participate in the City of Paris Fire/EMS training program and is required to communicate privacy policy information to coworkers, students, patients, and others in accordance with the City of Paris Fire/EMS policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or listen, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl while carrying a load, and taste and smell.

The employee must frequently lift and/or move up to 175 pounds and occasionally lift and/or move greater than 175 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergencies and stressful situations. Individuals are exposed to hearing alarms and hazards associated with emergency scenes, including noxious odors, fumes, chemicals, and smoke.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration.

The noise level in the work environment is usually quiet in the office settings, and loud at an emergency scene.

These examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



City of Paris Fire Department

Standard Operating Guides

Title: EMS Major Job Description

Date Issued: Unknown

Date Last Revised: December 2025

Revision Number: 2

Total Pages: 3

Chief: Josh Hurst

Job Description:

Classification Responsibilities: The EMS Major performs administrative duties for daily EMS and Fire operations. This employee is expected to follow the day-to-day operations in accordance with policies established by the Fire department SOPs, City Commission, and City, State, and Federal laws, regulations, and guidelines.

Example of Duties:

- Will participate in Firefighting, Rescue, and Emergency Medical Responses.
- Learns all departmental rules and regulations and abides by the same.
- Responds to all emergency calls any company as needed or as directed by the Fire Chief.
- Performs all requirements to maintain certification/licensure as an EMT or Paramedic.
- Performs basic and advanced life support as necessary.
- Responsible for patient care reports and participation in QA/QI.
- Studies all prescribed training materials as well as locations of city streets and county roads.
- Learns proper use of tools and equipment within the department.
- Assigns a wide variety of housekeeping chores and any other duties
- Assigns routine general maintenance work.
- Attends training schools or classes as recommended.
- Assigns tasks to meet the overall mission of the Paris Fire Department.
- Operate as both a member of a team and independently.
- Spends extensive time exposed to severe weather conditions.
- Operate in environments of high noise, poor visibility, and limited mobility at heights and enclosed spaces due to nature of emergency and weather conditions.
- Tolerates extreme fluctuations of temperature.
- Performs in wet, icy, and muddy areas.
- Performs a variety of tasks on slippery, hazardous surfaces.
- Works in areas where sustaining traumatic or thermal injuries are possible.
- Faces exposure to body or health damaging agents.
- Could wear personal protective equipment that weighs more than 50 pounds.
- Perform complex tasks during life threatening emergencies.
- Makes life and death decisions during emergency conditions.
- Exposed to traumatic sights and smells associated with trauma or burn victims.
- Make rapid transitions from rest to near maximal exertion without warmup period.
- Works for long periods of time, requiring sustained physical activity and intense concentration.

- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confusing, chaotic, and potentially life-threatening environment.

Qualifications:

Minimum Qualification(s) Required: Three (3) years full-time employment with Paris-Bourbon County EMS/Paris Fire Department, Paramedic certification, working knowledge of general office practices and procedures within the Fire and EMS departments. Demonstrates analytical and technical computer skills. Strong oral/written communication skills. Ability to establish and maintain working relationships with City personnel and the public.

Essential Functions:**Tasks and Responsibilities:**

- Maintain office readiness and EMS supply orders
- Ensure all EMS runs are accounted for, and patient confidentiality is maintained. Relay to the appropriate Battalion Chief/Shift Supervisor if assistance is needed for employees to complete and/or correct a run report.
- Perform quality analysis on all EMS runs prior to transmitting data with billing provider to ensure accurate patient billing. Assist when errors or concerns arise, they are to relay the information to the appropriate Battalion Chief/Shift Supervisor.
- Responsible for EMS billing and deposits. Reports these findings to the Fire Chief and EMS Board.
- Coordinate with billing company personnel to improve/correct technical concerns and medical reporting.
- Attend EMS Board meetings, record minutes, and give update reports to the EMS Board.
- Maintain personal certifications for the department, up to and including, planning, scheduling, and/or coordinating courses in EMS subjects for all Paris, Bourbon County, and volunteer personnel for in-service training and certifications.
- Develop and maintain EMS quality assurance program for the department.
- Work closely with the EMS Board and the Medical Director on daily activities and budgeting for the department (up to and including tracking budget items to ensure all invoices are paid).
- Review, update, and maintain protocols periodically and make recommendations in conjunction with the Medical Director.
- Maintain Medicare/Medicaid compliance.
- Maintain pertinent EMS data and files.
- Manages and orders office supplies as needed.
- Handles and maintains any exposures reports, and files associated with Infectious Disease exposures and acts as Infectious Control Officer (ICO) for the Paris-Bourbon County EMS/Paris Fire Department.

Physical Requirements:

Operates a variety of standard office equipment, including a computer that requires continuous and repetitive eye and arm/hand movement. Must also meet all physical requirements for an EMS or Paramedic including lifting up to and more than 175 pounds.

All EMS & Fire personnel shall be able to perform the annual physical agility test.

Knowledge and Abilities:

Knowledge of EMS policy including department SOPs, City, and State requirements. Intergovernmental relations. Federal, state, and local partnerships. Budget policies for the EMS department.

Ability to facilitate and sustain positive employee and management relations. Communicate verbally, and in writing, with all levels of City staff, City officials and citizens. Manage, organize, and assist with the administrative responsibilities for the department to build effective working relationships with City and County officials, coworkers, employees, and the citizens.

The duties listed above are intended only as a general illustration of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change as needed by the city and the Fire Chief.



City of Paris Fire Department

Standard Operating Guides

Title: Lieutenant Job Description

Date Issued: Unknown

Date Last Revised: December 2025

Revision Number: 2

Total Pages: 3

Chief: Josh Hurst

Class Title: Fire Lieutenant

Characteristics of the Class: Under general direction, serves as officer in charge at a station and assumes initial command at a fire scene until the arrival of the Battalion Chief, and any other related work.

Examples of Duties: As officer in charge on an assigned shift at a station, trains personnel in the use of tools, equipment, and apparatus, including driving. Instructs in the testing of hose, hydrants, and fire pumps. Upon arrival at the fire scene place lines and personnel to put out the fire and protect surrounding property. Upon the Battalion Chief's arrival, a crew of firefighters works under their direction. Ensure that fire trucks are always in operating condition. Performs station maintenance.

Example of Duties:

- Will participate in Firefighting, Rescue, and Emergency Medical Responses.
- Learns all departmental rules and regulations and abides by the same.
- Responds to all emergency calls with their company or any other company as directed by superior officers.
- Performs all requirements to maintain certification/licensure as an EMT or Paramedic.
- Performs basic and advanced life support as necessary.
- Responsible for patient care reports and participation in QA/QI.
- Studies all prescribed training materials as well as locations of city streets and county roads.
- Learns proper use of tools and equipment within the department.
- Performs a wide variety of housekeeping chores and any other duties assigned by a superior officer.
- Performs routine general maintenance work as assigned by the superior officer.
- Attends training schools or classes as recommended.
- Performs all tasks under direct supervision of a superior officer and follows all order to meet the overall mission of the Paris Fire Department.
- Operate as both a member of a team and independently.
- Spends extensive time exposed to severe weather conditions.
- Operate in environments of high noise, poor visibility, and limited mobility at heights and enclosed spaces due to nature of emergency and weather conditions.
- Tolerates extreme fluctuations of temperature.
- Performs in wet, icy, and muddy areas.
- Performs a variety of tasks on slippery, hazardous surfaces.

- Works in areas where sustaining traumatic or thermal injuries are possible.
- Faces exposure to body or health damaging agents.
- Could wear personal protective equipment that weighs more than 50 pounds.
- Perform complex tasks during life threatening emergencies.
- Makes life and death decisions during emergency conditions.
- Exposed to traumatic sights and smells associated with trauma or burn victims.
- Make rapid transitions from rest to near maximal exertion without warmup period.
- Works for long periods of time, requiring sustained physical activity and intense concentration.
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confusing, chaotic, and potentially life-threatening environment.

Minimum Qualifications

Training and Experience: Graduation from an accredited high school or its equivalent (GED) and three (3) years of progressively responsible firefighting experience. Fire Inspector 1 certification, IFSAC Firefighter 2, Fire Instructor 1 certification required. Fire Officer 1 recommended. If Fire Officer 1 certification are not completed, it will need to be completed within one (1) year of promotion. Personnel under probationary status are not eligible.

Special Necessary Requirements: Completion of the required annual training. Possession of valid vehicle operator's license as issued by the Commonwealth of Kentucky.

Special Knowledge, Skills, and Abilities: Considerable knowledge of modern firefighting principles, techniques, and skills in their application. Considerable knowledge of departmental policies, rules, and regulations. Considerable knowledge of the operation and maintenance of the various types of apparatus and equipment used and the ability to supervise the effective use of it. Ability to establish and maintain effective work relationships with other employees, officials, and the public. Fitness. Resourcefulness. Alertness. Sound Judgement. Integrity.

All EMS & Fire personnel shall be able to perform the annual physical agility test.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY

The employee is expected to protect the privacy of all patient information in accordance with the City of Paris Fire/EMS privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the City of Paris Fire/EMS policies and procedures on patient privacy may result in disciplinary action up to immediate termination of employment, membership, and association with the City of Paris.

The employee may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The employee may only share such information with those who have a need-to-know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment, or other City of Paris Fire/EMS operations.

The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding the City of Paris Fire/EMS policies and procedure on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

The employee is expected to actively participate in the City of Paris Fire/EMS training program and is required to communicate privacy policy information to coworkers, students, patients, and others in accordance with the City of Paris Fire/EMS policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or listen, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl while carrying a load, and taste and smell.

The employee must frequently lift and/or move up to 175 pounds and occasionally lift and/or move greater than 175 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergencies and stressful situations. Individuals are exposed to hearing alarms and hazards associated with emergency scenes, including noxious odors, fumes, chemicals, and smoke.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration.

The noise level in the work environment is usually quiet in the office settings, and loud at an emergency scene.

These examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



City of Paris Fire Department

Standard Operating Guides

Title: Firefighter Job Description

Date Issued: October 1992

Date Last Revised: December 2025

Revision Number: 2

Total Pages: 3

Chief: Josh Hurst

Class Title: Firefighter

Characteristics of the Class: Under supervision of officer the firefighter will perform firefighting, fire prevention, and operating duties, and other related work as required.

Examples of Duties: Responds to fire, rescue, and EMS calls. Lays out and connects hoses. Holds nozzles and directs water streams. Raises and climbs ladders. Use chemical extinguishers, bars, hooks, and other equipment. Perform salvage operations such as throwing salvage covers, sweeping water, and removing debris. Perform rescue technical operations to remove people from danger. Administers BLS or ALS as an EMT-B, Paramedic, or CCP-C to the sick and injured. Will participate in fire drills and fire, rescue, and EMS training. Perform general maintenance work in the upkeep of fire department property; cleans and washes walls, windows, and floors; makes minor repairs, washes, hangs, and dries hose; washes, cleans, and polish apparatus. On assignment may participate in one of several trades in maintaining, remodeling, constructing, altering, or repairing buildings, grounds, facilities, and equipment. Take a turn in preparing meals. Responds to public service calls. Conducts tours of the station and assists in public relations. The duties listed are not fully comprehensive and are only intended to illustrate various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Example of Duties:

- Will participate in Firefighting, Rescue, and Emergency Medical Responses.
- Learns all departmental rules and regulations and abides by the same.
- Responds to all emergency calls with their company or any other company as directed by superior officers.
- Performs all requirements to maintain certification/licensure as an EMT or Paramedic.
- Performs basic and advanced life support as necessary.
- Responsible for patient care reports and participation in QA/QI.
- Studies all prescribed training materials as well as locations of city streets and county roads.
- Learns proper use of tools and equipment within the department.
- Performs a wide variety of housekeeping chores and any other duties assigned by a superior officer.
- Performs routine general maintenance work as assigned by the superior officer.
- Attends training schools or classes as recommended.

- Performs all tasks under direct supervision of a superior officer and follows all order to meet the overall mission of the Paris Fire Department.
- Operate as both a member of a team and independently.
- Spends extensive time exposed to severe weather conditions.
- Operate in environments of high noise, poor visibility, and limited mobility at heights and enclosed spaces due to nature of emergency and weather conditions.
- Tolerates extreme fluctuations of temperature.
- Performs in wet, icy, and muddy areas.
- Performs a variety of tasks on slippery, hazardous surfaces.
- Works in areas where sustaining traumatic or thermal injuries are possible.
- Faces exposure to body or health damaging agents.
- Could wear personal protective equipment that weighs more than 50 pounds.
- Perform complex tasks during life threatening emergencies.
- Makes life and death decisions during emergency conditions.
- Exposed to traumatic sights and smells associated with trauma or burn victims.
- Make rapid transitions from rest to near maximal exertion without warmup period.
- Works for long periods of time, requiring sustained physical activity and intense concentration.
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confusing, chaotic, and potentially life-threatening environment.

Minimum Qualifications:

Training and Experience: Graduation from an accredited high school or its equivalent (GED). Completion of 300 hours of fire training and probationary period of 1 year. KBEMS EMT or Paramedic Certification.

Special Necessary Requirements: Ability to meet qualification requirements as established by the City's personnel policies, approved departmental SOPs, and/or Kentucky Revised Statutes. Ability to successfully complete the required annual training. Possession of a valid vehicle operator license as issued by the Commonwealth of Kentucky.

Special Knowledge, Skills, and Abilities: Some knowledge of the street system and physical layout of the city. Working knowledge of firefighting principles and techniques. Must be in excellent physical condition with no impairment. Firefighters may have corrected vision. Ability to perform arduous tasks under adverse conditions. Ability to understand and follow difficult oral and/or written instructions. Ability to establish and maintain effective work relations with superiors, employees, and the public. Alertness. Integrity. Firefighter will have a minimum of EMT-Basic level certification in good standing with the Kentucky Board of EMS and AHA CPR/First Aid for the Healthcare Provider. Must have the mental capacity to retain and utilize instructions offered in lecture, demonstration, and practical exercise training presentations. Firefighter will be expected to obtain advanced practice certifications such as special rescue or Paramedic license at the Fire Chief's discretion.

All EMS & Fire personnel shall be able to perform the annual physical agility test.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY:

The employee is expected to protect the privacy of all patient information in accordance with the City of Paris Fire/EMS privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with

the City of Paris Fire/EMS policies and procedures on patient privacy may result in disciplinary action up to immediate termination of employment, membership, and association with the City of Paris.

The employee may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The employee may only share such information with those who have a need-to-know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment, or other City of Paris Fire/EMS operations.

The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding the City of Paris Fire/EMS policies and procedure on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

The employee is expected to actively participate in the City of Paris Fire/EMS training program and is required to communicate privacy policy information to coworkers, students, patients, and others in accordance with the City of Paris Fire/EMS policy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or listen, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl while carrying a load, and taste and smell.

The employee must frequently lift and/or move up to 175 pounds and occasionally lift and/or move greater than 175 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergencies and stressful situations. Individuals are exposed to hearing alarms and hazards associated with emergency scenes, including noxious odors, fumes, chemicals, and smoke.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration.

The noise level in the work environment is usually quiet in the office settings, and loud at an emergency scene.

These examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



City of Paris Fire Department

Standard Operating Guides

ADMIN

Title: Firefighter Recruit Job Description

Date Issued: May 1986
Date Last Revised: December 2025
Revision Number: 2
Total Pages: 3

Chief: Josh Hurst

Class Title: Firefighter Recruit

Characteristics of the Class: Under close supervision the firefighter recruit will perform firefighting, fire prevention, and operation duties. Recruits will perform related work as required.

Example of Duties: Under close supervision and direction the recruit will perform the duties of a firefighter in a training capacity. Upon successful completion of recruit probation (1 year) and 300 hours of training in specified course codes as set by the Kentucky Fire Commission, and obtaining IFSAC certification of Firefighter 1, Firefighter 2, and Hazmat Operations, the recruit is promoted to the ranks of the operating level firefighter.

Example of Duties:

- Will participate in Firefighting, Rescue, and Emergency Medical Responses.
- Learns all departmental rules and regulations and abides by the same.
- Responds to all emergency calls with their company or any other company as directed by superior officers.
- Performs all requirements to maintain certification/licensure as an EMT or Paramedic.
- Performs basic and advanced life support as necessary.
- Responsible for patient care reports and participation in QA/QI.
- Studies all prescribed training materials as well as locations of city streets and county roads.
- Learns proper use of tools and equipment within the department.
- Performs a wide variety of housekeeping chores and any other duties assigned by a superior officer.
- Performs routine general maintenance work as assigned by the superior officer.
- Attends training schools or classes as recommended.
- Performs all tasks under direct supervision of a superior officer and follows all order to meet the overall mission of the Paris Fire Department.
- Operate as both a member of a team and independently.
- Spends extensive time exposed to severe weather conditions.
- Operate in environments of high noise, poor visibility, and limited mobility at heights and enclosed spaces due to nature of emergency and weather conditions.
- Tolerates extreme fluctuations of temperature.
- Performs in wet, icy, and muddy areas.
- Performs a variety of tasks on slippery, hazardous surfaces.
- Works in areas where sustaining traumatic or thermal injuries are possible.
- Faces exposure to body or health damaging agents.

- Could wear personal protective equipment that weighs more than 50 pounds.
- Perform complex tasks during life threatening emergencies.
- Makes life and death decisions during emergency conditions.
- Exposed to traumatic sights and smells associated with trauma or burn victims.
- Make rapid transitions from rest to near maximal exertion without warmup period.
- Works for long periods of time, requiring sustained physical activity and intense concentration.
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confusing, chaotic, and potentially life-threatening environment.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from an accredited high school or its equivalent (GED).

Special Necessary Requirements: Ability to meet qualification requirements as established by the City's personnel policies, approved departmental SOPs, and/or Kentucky Revised Statutes. Ability to successfully complete initial required training. Possession of a valid vehicle operator license as issued by the Commonwealth of Kentucky.

Special Knowledge, Skills, and Abilities: Ability to learn firefighting duties and methods, including the operation of firefighting apparatus, within the working test period. Must be in excellent physical condition with no impairment. Candidate may have corrected vision. Ability to perform arduous tasks under adverse conditions. Ability to understand and follow difficult oral and/or written instructions. Ability to establish and maintain effective work relations with superiors, employees, and the public. Candidate will pass a pre-entry physical ability assessment (CPAT). Candidate will have a minimum of EMT-Basic level certification in good standing with the Kentucky Board of EMS and AHA CPR/First Aid for the Healthcare Provider. Must have the mental capacity to retain and utilize instructions offered in lecture, demonstration, and practical exercise training presentations. Once promoted to Firefighter, personnel will be expected to obtain advanced practice certifications such as special rescue or Paramedic license at the Fire Chief's discretion.

All EMS & Fire personnel shall be able to perform the annual physical agility test.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY

The employee is expected to protect the privacy of all patient information in accordance with the City of Paris Fire/EMS privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the City of Paris Fire/EMS policies and procedures on patient privacy may result in disciplinary action up to immediate termination of employment, membership, and association with the City of Paris.

The employee may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The employee may only share such information with those who have a need-to-know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment, or other City of Paris Fire/EMS operations.

The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding the City of Paris Fire/EMS policies and procedure on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

The employee is expected to actively participate in the City of Paris Fire/EMS training program and is required to communicate privacy policy information to coworkers, students, patients, and others in accordance with the City of Paris Fire/EMS policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or listen, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl while carrying a load, and taste and smell.

The employee must frequently lift and/or move up to 175 pounds and occasionally lift and/or move greater than 175 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergencies and stressful situations. Individuals are exposed to hearing alarms and hazards associated with emergency scenes, including noxious odors, fumes, chemicals, and smoke.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration.

The noise level in the work environment is usually quiet in the office settings, and loud at an emergency scene.

These examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



City of Paris Fire Department Standard Operating Guides

ADMIN

Title: Single Role Paramedic Job Description

Date Issued: Unknown
Date Last Revised: December 2025
Revision Number: 2
Total Pages: 3
Chief: Josh Hurst

Class Title: Single Role Paramedic

Characteristics of the Class: This is a full-time position with the primary responsibility of medical care and transportation of sick and injured persons on an emergency scene and secondary responsibility of providing medical care on intra-facility transfers. **THIS POSITION IS EMS ONLY; NO FIREFIGHTING ACTIVITIES WILL BE PERFORMED.** Paramedics participate in emergency operations commensurate with attained level of training. Paramedics engage routinely in housekeeping and maintenance activities at assigned stations. Paramedic is closely supervised by company and superior officers and is instructed by senior personnel. Paramedic works an assigned shift.

Example of Duties:

- Will NOT participate in firefighting activities. Will provide EMS ONLY.**
- Learns all departmental rules and regulations and abides by the same.
- Responds to all emergency calls with his company or any other company as directed by superior officers and will perform EMS functions.
- Performs all requirements to maintain certification/licensure as a Paramedic
- Performs basic and advanced life support as necessary
- Responsible for patient care reports and participation in QA/QI
- Studies all prescribed training materials as well as locations of city streets and county roads
- Learns proper use of tools and equipment within the department
- Performs a wide variety of housekeeping chores and any other duties assigned by a superior officer
- Performs routine general maintenance work as assigned by the superior officer
- Attends training schools or classes as recommended
- Performs all tasks under direct supervision of a superior officer and follows all order to meet the overall mission of the Paris Fire Department
- Operate as both a member of a team and independently
- Spends extensive time exposed to severe weather conditions
- Operate in environments of high noise, poor visibility, and limited mobility at heights and enclosed spaces due to nature of emergency and weather conditions
- Tolerates extreme fluctuations of temperature
- Performs in wet, icy, and muddy areas
- Performs a variety of tasks on slippery, hazardous surfaces
- Works in areas where sustaining traumatic or thermal injuries are possible
- Faces exposure to body or health damaging agents
- Could wear personal protective equipment that weighs more than 20 pounds

- Perform complex tasks during life threatening emergencies
- Makes life and death decisions during emergency conditions
- Exposed to traumatic sights and smells associated with trauma or burn victims
- Make rapid transitions from rest to near maximal exertion without warmup period
- Works for long periods of time, requiring sustained physical activity and intense concentration
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confusing, chaotic, and potentially life-threatening environment
- Must be able to drag or lift a minimum of 175 pounds all inclusive

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited high school or its equivalent (GED).

Special Necessary Requirements: Ability to meet qualification requirements as established by the City's personnel policies, approved departmental SOPs, and/or Kentucky Revised Statutes. Ability to successfully complete initial required training. Possession of a valid vehicle operator license as issued by the Commonwealth of Kentucky. Will have a minimum of Paramedic level certification in good standing with the Kentucky Board of EMS, AHA BLS CPR/First Aid for the Healthcare Provider, AHA ACLS, and AHA PALS.

Special Knowledge, Skills, and Abilities: Must be in excellent physical condition with no impairment. May have corrected vision. Ability to perform arduous tasks under adverse conditions. Ability to understand and follow difficult oral and/or written instructions. Ability to establish and maintain effective work relations with superiors, employees, and the public. Must have the mental capacity to retain and utilize instructions offered in lecture, demonstration, and practical exercise training presentations.

All EMS & Fire personnel shall be able to perform the annual physical agility test.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY:

The employee is expected to protect the privacy of all patient information in accordance with the City of Paris Fire/EMS privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the City of Paris Fire/EMS policies and procedures on patient privacy may result in disciplinary action up to immediate termination of employment, membership, and association with the City of Paris.

The employee may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The employee may only share such information with those who have a need-to-know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment, or other City of Paris Fire/EMS operations.

The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding the City of Paris Fire/EMS policies and procedure on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

The employee is expected to actively participate in the City of Paris Fire/EMS training program and is required to communicate privacy policy information to coworkers, students, patients, and others in accordance with the City of Paris Fire/EMS policy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or listen, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl while carrying a load, and taste and smell.

The employee must frequently lift and/or move up to 175 pounds and occasionally lift and/or move greater than 175 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergencies and stressful situations. Individuals are exposed to hearing alarms and hazards associated with emergency scenes, including noxious odors, fumes, chemicals, and smoke.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration.

The noise level in the work environment is usually quiet in the office settings, and loud at an emergency scene.

These examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



City of Paris Fire Department

Standard Operating Guides

ADMIN

Title: Transfer Crew Job Description

Date Issued: Unknown
Date Last Revised: December 2025
Revision Number: 3
Total Pages: 4
Chief: Josh Hurst

Class Title: Transfer Crew

Characteristics of the Class: Under direct supervision of officers of the Paris Fire Department command structure crews will answer to the EMS Major, Lieutenants, Battalion Chiefs, and Chief of the Department. Will perform operating duties, emergency medical care, and related work as required.

Example of Duties: All activities and daily duties as per City of Paris Fire Department SOPs. First aid. Perform general maintenance for the upkeep of the fire department's properties, such as, remodeling, construction, repairing, and groundwork. Conduct station tours and assist in public relations. Perform basic life and/or advanced life support, complex tasks during life threatening emergencies, and any other duties inside their scope of practice approved by KBEMS. Stocks and cleans ambulance and ensure all equipment is in working order at all times throughout the shift.

Example of Duties:

-Will NOT participate in firefighting activities. Will provide EMS ONLY.

- Learns all departmental rules and regulations and abides by the same.
- Responds to all emergency calls with his company or any other company as directed by superior officers and will perform EMS functions.
- Performs all requirements to maintain certification/licensure as a Paramedic
- Performs basic and advanced life support as necessary
- Responsible for patient care reports and participation in QA/QI
- Studies all prescribed training materials as well as locations of city streets and county roads
- Learns proper use of tools and equipment within the department
- Performs a wide variety of housekeeping chores and any other duties assigned by a superior officer
- Performs routine general maintenance work as assigned by the superior officer
- Attends training schools or classes as recommended
- Performs all tasks under direct supervision of a superior officer and follows all order to meet the overall mission of the Paris Fire Department
- Operate as both a member of a team and independently
- Spends extensive time exposed to severe weather conditions
- Operate in environments of high noise, poor visibility, and limited mobility at heights and enclosed spaces due to nature of emergency and weather conditions
- Tolerates extreme fluctuations of temperature
- Performs in wet, icy, and muddy areas
- Performs a variety of tasks on slippery, hazardous surfaces
- Works in areas where sustaining traumatic or thermal injuries are possible

- Faces exposure to body or health damaging agents
- Could wear personal protective equipment that weighs more than 20 pounds
- Perform complex tasks during life threatening emergencies
- Makes life and death decisions during emergency conditions
- Exposed to traumatic sights and smells associated with trauma or burn victims
- Make rapid transitions from rest to near maximal exertion without warmup period
- Works for long periods of time, requiring sustained physical activity and intense concentration
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confusing, chaotic, and potentially life-threatening environment
- Must be able to drag or lift a minimum of 175 pounds all inclusive

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from an accredited high school or its equivalent (GED).

Special Necessary Requirements: Ability to meet qualification requirements as established by the City's personnel policies, approved departmental SOPs, and/or Kentucky Revised Statutes. Ability to successfully complete initial required training. Possession of a valid vehicle operator license as issued by the Commonwealth of Kentucky. Will have a minimum of EMT-Basic OR Paramedic certification in good standing with the Kentucky Board of EMS and AHA BLS CPR/First Aid for the Healthcare Provider. Licensed Paramedic must have current AHA ACLS and PALS certifications.

Special Knowledge, Skills, and Abilities: Must be in excellent physical condition with no impairment, may have corrected vision. Ability to perform arduous tasks under adverse conditions. Ability to understand and follow difficult oral and/or written instructions. Ability to establish and maintain effective work relations with superiors, employees, and the public. Must have the mental capacity to retain and utilize instructions offered in lecture, demonstration, and practical exercise training presentations.

All EMS & Fire personnel shall be able to perform the annual physical agility test.

SPECIFIC ACTIVITIES AND DUTIES

- Check EC unit assigned
- Check supply rooms for adequate inventory and report findings back to the EMS Major
- Take all scheduled transfers between 0900-1700
- Cover frontline EC units while fire training is being conducted at the discretion of the officer as to not interfere with scheduled transfers
- Take emergency calls if nearest unit to the scene and it doesn't interfere with scheduled transfers
- Take all unscheduled transfers between 0900-1700 hours if it does not interfere with scheduled transfers
- Wash assigned EC unit everyday or as needed inside and out

NIGHTLY DUTIES

- To be completed between 1700-1800 hours
- Sweep and mop downstairs offices and bathroom areas daily
- Empty all trash cans in office areas and bathroom
- Before leaving make sure the assigned EC unit is stocked, plugged up, and in adverse weather conditions the heater is plugged in and working
- Make sure all runs are completed and entered into ESO Suite software

OVERTIME, SICK, & VACATION SCHEDULING

- Overtime is to be approved by the Battalion Chief or their designee and must be reported and logged on timecards and daily duty roster
- When scheduling time off (vacation leave) it must be submitted by the City of Paris Fire Department SOP to the EMS Major for approval.
- Sick time is to be reported to the Battalion Chief or their designee per City of Paris Fire Department SOP. The Battalion Chief or their designee will then report this to the EMS Major.
- Transfer crew will not take any transfers after 1700 hours unless there is an increase in unforeseen emergency call volume, a catastrophic event or disaster and all crews are needed. Decision will be at the Battalion Chief or their designee's discretion

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY

The employee is expected to protect the privacy of all patient information in accordance with the City of Paris Fire/EMS privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the City of Paris Fire/EMS policies and procedures on patient privacy may result in disciplinary action up to immediate termination of employment, membership, and association with the City of Paris.

The employee may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The employee may only share such information with those who have a need-to-know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment, or other City of Paris Fire/EMS operations.

The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding the City of Paris Fire/EMS policies and procedure on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

The employee is expected to actively participate in the City of Paris Fire/EMS training program and is required to communicate privacy policy information to coworkers, students, patients, and others in accordance with the City of Paris Fire/EMS policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or listen, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl while carrying a load, and taste and smell.

The employee must frequently lift and/or move up to 175 pounds and occasionally lift and/or move greater than 175 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergencies and stressful situations. Individuals are exposed to hearing alarms and hazards associated with emergency scenes, including noxious odors, fumes, chemicals, and smoke.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration.

The noise level in the work environment is usually quiet in the office settings, and loud at an emergency scene.

These examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



City of Paris Fire Department

Standard Operating Guides

ADMIN

Title: Part Time EMS Job Description

Date Issued: Unknown
Date Last Revised: December 2025
Revision Number: 1
Total Pages: 3
Chief: Josh Hurst

Class Title: Transfer Crew

Characteristics of the Class: Under direct supervision of officers of the Paris Fire Department command structure crews will answer to the EMS Major, Lieutenants, Battalion Chiefs, and Chief of the Department. Will perform operating duties, emergency medical care, and related work as required.

Example of Duties: All activities and daily duties as per City of Paris Fire Department SOPs. First aid. Perform general maintenance for the upkeep of the fire department's properties, such as, remodeling, construction, repairing, and groundwork. Conduct station tours and assist in public relations. Perform basic life and/or advanced life support, complex tasks during life threatening emergencies, and any other duties inside their scope of practice approved by KBEMS. Stocks and cleans ambulance and ensure all equipment is in working order at all times throughout the shift.

Example of Duties:

-Will NOT participate in firefighting activities. Will provide EMS ONLY.

- Learns all departmental rules and regulations and abides by the same.
- Responds to all emergency calls with his company or any other company as directed by superior officers and will perform EMS functions.
- Performs all requirements to maintain certification/licensure as a Paramedic
- Performs basic and advanced life support as necessary
- Responsible for patient care reports and participation in QA/QI
- Studies all prescribed training materials as well as locations of city streets and county roads
- Learns proper use of tools and equipment within the department
- Performs a wide variety of housekeeping chores and any other duties assigned by a superior officer
- Performs routine general maintenance work as assigned by the superior officer
- Attends training schools or classes as recommended
- Performs all tasks under direct supervision of a superior officer and follows all order to meet the overall mission of the Paris Fire Department
- Operate as both a member of a team and independently
- Spends extensive time exposed to severe weather conditions
- Operate in environments of high noise, poor visibility, and limited mobility at heights and enclosed spaces due to nature of emergency and weather conditions
- Tolerates extreme fluctuations of temperature
- Performs in wet, icy, and muddy areas
- Performs a variety of tasks on slippery, hazardous surfaces
- Works in areas where sustaining traumatic or thermal injuries are possible

- Faces exposure to body or health damaging agents
- Could wear personal protective equipment that weighs more than 20 pounds
- Perform complex tasks during life threatening emergencies
- Makes life and death decisions during emergency conditions
- Exposed to traumatic sights and smells associated with trauma or burn victims
- Make rapid transitions from rest to near maximal exertion without warmup period
- Works for long periods of time, requiring sustained physical activity and intense concentration
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confusing, chaotic, and potentially life-threatening environment
- Must be able to drag or lift a minimum of 175 pounds all inclusive

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from an accredited high school or its equivalent (GED).

Special Necessary Requirements: Ability to meet qualification requirements as established by the City's personnel policies, approved departmental SOPs, and/or Kentucky Revised Statutes. Ability to successfully complete initial required training. Possession of a valid vehicle operator license as issued by the Commonwealth of Kentucky. Will have a minimum of EMT-Basic OR Paramedic certification in good standing with the Kentucky Board of EMS and AHA BLS CPR/First Aid for the Healthcare Provider. Licensed Paramedic must have current AHA ACLS and PALS certifications.

Special Knowledge, Skills, and Abilities: Must be in excellent physical condition with no impairment, may have corrected vision. Ability to perform arduous tasks under adverse conditions. Ability to understand and follow difficult oral and/or written instructions. Ability to establish and maintain effective work relations with superiors, employees, and the public. Must have the mental capacity to retain and utilize instructions offered in lecture, demonstration, and practical exercise training presentations.

All EMS & Fire personnel shall be able to perform the annual physical agility test.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY

The employee is expected to protect the privacy of all patient information in accordance with the City of Paris Fire/EMS privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the City of Paris Fire/EMS policies and procedures on patient privacy may result in disciplinary action up to immediate termination of employment, membership, and association with the City of Paris.

The employee may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The employee may only share such information with those who have a need-to-know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment, or other City of Paris Fire/EMS operations.

The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding the City of Paris Fire/EMS policies and procedure on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

The employee is expected to actively participate in the City of Paris Fire/EMS training program and is required to communicate privacy policy information to coworkers, students, patients, and others in accordance with the City of Paris Fire/EMS policy.

PHYSICAL DEMANDS

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While performing the duties of this job, the employee is frequently required to sit, talk or listen, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl while carrying a load, and taste and smell.

The employee must frequently lift and/or move up to 175 pounds and occasionally lift and/or move greater than 175 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in offices, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergencies and stressful situations. Individuals are exposed to hearing alarms and hazards associated with emergency scenes, including noxious odors, fumes, chemicals, and smoke.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration.

The noise level in the work environment is usually quiet in the office settings, and loud at an emergency scene.

These examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Chief Josh Hurst
firechief@paris.ky.gov
313 High Street
Paris, Kentucky 40361



EMS Major Jason Taylor
parisems@paris.ky.gov
Phone (859) 987-2120
Fax (859) 987-2133

Annual Physical Agility Test and Health Screening

Annual health screenings for Firefighters and EMS serve the critical purpose of ensuring they are physically and mentally fit for duty and detecting occupational diseases early. This proactive approach protects the Firefighter and EMS personnel's long-term health and reduces the risk of in-the-line-of-duty injuries or deaths.

All EMS & Fire personnel shall be able to perform the following tasks:

Equipment carry – Medic Bag and monitor 100ft.

Stretcher movement – Unload stretcher from ambulance and move stretcher 100 ft.

Victim Drag – drag rescue manikin 25ft.

CPR – Using a CPR manikin perform 2 minutes of CPR at a rate of 100-120 bpm.

Patient movement - With an assistant load manikin from ground to stretcher.

Stretcher Load - Load Stretcher with manikin properly secured into ambulance.

Test is PASS/FAIL

Solo testing that is proctored by 1 proctor. No spectators.

Required gear: Standard Uniform or similar clothing.

All Fire personnel shall be able to perform the following tasks:

Equipment carry- K12 and chainsaw 100 ft

Kaiser Sled – 5 strikes

Ladder Carry- 28' extension ladder 100'

Ladder Climb- Raise and extend ladder. Climb 20' and descend. Lower ladder and return to starting area.

Charged line advance - 50' spray cone with target on top.

Crawl I- duck walk 10', crawl on hands and knees 10', belly crawl 5'

Hose pull- 100'

Test is PASS/FAIL

Solo testing that is proctored by 1 proctor. No spectators.

Required gear: Helmet, gloves, pants, coat, SCBA

All EMS & Fire personnel shall pass a physical exam as determined by the Medical Director.

Proposal for Paris Bourbon EMS/ City of Paris Fire Health Exams

Complete physical exam and history including \$70

12-lead EKG (cardiac) *

Spirometry (respiratory function) *

Fitness Recovery Step Test (fitness endurance)

Vision screen *

Hearing screen *

PHQ 9/ PRIME Screen for Mental Health

TB Screening form - (if TB Skin test is needed \$20)

Screening for Sleep Apnea symptoms

CAGE/AUDIT screening for substance use

Labwork

Basic for everyone:

CBC (blood count) \$7 *

CMP (liver, kidney, electrolytes, glucose) \$7 *

Thyroid test \$9

Lipid panel (cholesterol, Triglycerides, risk ratio) \$9

A1c (diabetes screen for those over 35 y/o and overweight) \$9

Urinalysis (for hematuria and kidney disease) \$4 *

Routine Chest X-ray every 5 years- facility/ cost pending *

* = Required by NFPA 1582

Total Cost \$115 per employee

Immunizations Review and administration as needed. Cost is usually covered by employee insurance.

Optional per employee request:

Routine Screenings as needed can be ordered but would be covered by employee insurance as screening.

PSA (males over 50 y/o for prostate cancer screening)

Low Dose CT Chest (smokers > 50)

Mammogram (Females over 40)

Colon Cancer Screening recommendations

**CITY OF PARIS
ORDER NO. 2025-96**

**A MUNICIPAL ORDER CONCERNING JOB DESCRIPTIONS
FOR POSITION IN THE FIRE DEPARTMENT**

WHEREAS, the City desires to make substantive revisions to the job description for the certain positions within the Fire Department

NOW THEREFORE, be it resolved by the Board of Commissioners of the City of Paris, Kentucky that the attached job descriptions for the positions of Fire Chief, Battalion Chief, EMS Major, Fire Lieutenant, Firefighter, Firefighter Recruit, Single Role Paramedic, Transfer Crew, and EMS part-time are approved.

This Order shall become effective immediately.

Dated this 9th day of December, 2025.

John A. Plummer, Mayor

ATTEST:

Stephanie Settles, City Clerk



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Award Bid; Electric Department: Outage Management System

DEPARTMENT: Electric

RECOMMENDED MOTION: Move to approve to award the bid and authorize the Electric Department to purchase an Outage Management System from Hometown Grid in the amount of \$25,000 and authorize the Mayor, City Manager, City Attorney, and City Clerk to finalize any agreement and execute all required documents.

DESCRIPTION: The Electric Department recently published an RFP for an Outage Management & Customer Communication System with an extensive list of specifications.

The City received one sealed bid for this RFP.

The Electric Department is recommending approval of the bid submitted by Hometown Grid with the selection of the "Strategic" option. This bid meets the full requirements of the specification and allows for rapid deployment of the service.

The City requested bids for an outage management system that would allow customer communication and interaction to aid in the restoration of not only electric outage issues, but also water and sewer issues as well. The proposal from Hometown Grid provides easy-to-use mapping and provides nearly instant response to a utility customer's concerns. It allows customers to call or text to report issues with their City utilities, including the ability to upload pictures to aid in the reporting of the problem. This would free up customer service, dispatch and utility personnel to focus on repairing the issue without being overwhelmed with customer calls regarding utility concerns, especially during a major event. Hometown Grid responds to the customer and notifies the appropriate department personnel when a leak or an outage has been reported. The system will even respond to customers who have been cut-off for non-payment and provide instructions for paying their utility bill. It has the ability to integrate with the City's GIS, future AMI and can be used to provide reports to FEMA in case of natural disaster assistance. The Hometown Grid system is ready for deployment and could be operational within a week of approval.

The Hometown Grid bid was submitted with three different payment options, but all provide the same service. The "Flex" option is the cheapest upfront cost at \$5,000 with a monthly service fee of \$885. The next option is the "Balanced" option with an upfront cost of \$11,000 and a monthly fee of \$780 and the final option is the "Strategic" at an upfront cost of \$25,000 with a monthly fee of \$545. There is no contract, however the service fees are locked at the bid rate for at least two years with a 5 percent cap. The Electric Department is recommending proceeding with the "Strategic" option as it will pay for itself against the other options in less than five years.

This was not an approved budgeted item for this 2025-2026 year as a contracted service, but funds will be allocated from another line through a budget amendment.

REQUESTED BY:

Name: Aaron Sparkman, Electric Department Superintendent



Hometown Grid



Keeping Paris Connected: Outage Reporting Made Simple

City of Paris Combined Utilities

Our power is out

Thanks for contacting City of Paris Combined Utilities.

Could you please confirm your address for the outage location?

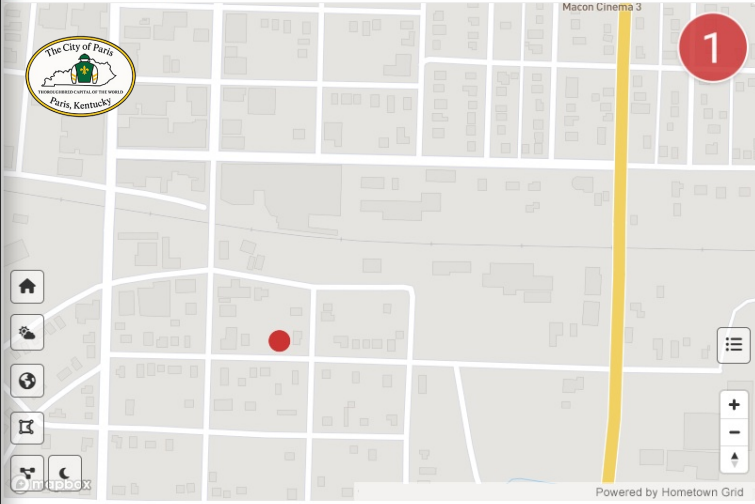
207 Main St

Have you noticed any causes for the outage? See or hear anything?

Heard a loud boom!

 **Power Outages**





Powered by Hometown Grid



Hometown Grid



Key Benefits & Features

- ✓ **Instant outage updates** - Real-time info reduces calls & confusion.
- ✓ **Stronger emergency response** - Smarter tracking improves coordination.
- ✓ **Seamless & easy** - No registration - ready to use instantly.
- ✓ **Reduces call volume** - Empathetic, automated responses free up crews.
- ✓ **Real-time, interactive outage map** - Customers see reports instantly.
- ✓ **Works with AMI & future systems** - Built to grow with our utility.
- ✓ **Built-In FEMA Reporting** - Structured reports for disaster recovery.



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Customer Testimonial

"It's revolutionary... We can spend more time with our families, restore power faster, reduce truck rolls, and ultimately uplift our community all at once."

- Benton County Electric System

www.hometowngrid.com/bces



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How Hometown Grid Helps

- ✓ **Customer Satisfaction:** Rapid, thoughtful responses
- ✓ **Cost Savings:** Reduction in labor costs and systems
- ✓ **Reliability:** Industry-best security and dependability
- ✓ **Operational Efficiency:** Optimizes resources and streamlines processes
- ✓ **Regulatory Compliance:** Simplifies audits and reporting
- ✓ **Scalability:** Grows with utility needs



Hometown Grid

Pricing

A higher upfront payment reduces the monthly fee.

All options include the same features.

Plan	Upfront, One-Time	Monthly License & Support
Flex	\$5,000	\$885
Balanced	\$11,000	\$780
Strategic	\$25,000	\$545

- ✓ \$0.045 per message, call, voicemail
- ✓ No long-term contract
- ✓ Timeline: Launch within days of approval.



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We're excited to bring Hometown Grid to Paris! Thank you for your support in making this happen.



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Award Bid; Fire Department: Self Contained Breathing Apparatus (SCBA)

DEPARTMENT: Fire

RECOMMENDED MOTION: Staff recommends purchasing Self Contained Breathing Apparatus (SCBA) from Atlantic Emergency Solutions in the amount of \$313,784.98 and authorize the Mayor, City Manager and City Clerk to finalize any necessary documents.

DESCRIPTION: February 13, 2025, the Fire Department solicited bids for SCBA Air Paks. During this time, no sealed bids were received before the due date. One bid was received after the due date.

At this time, it was decided to hold off on purchasing SCBA due to a pending grant application for Assistance For Firefighters. This grant, if awarded, would be used to purchase SCBA.

The award notifications were delayed due to Government Shutdown 2025. As of December 3, 2025, a determination for award has not been made.

Due to the increasing price of this equipment, it is staff's desire to proceed with the purchase of this equipment and no longer wait for the determination of the grant award. The equipment currently being used is severely outdated and we are not compliant with NFPA standards. We are 3 standards behind what is recommended.

Staff solicited bids again in December 2025.

One sealed bid was received in the amount of \$286,098.07 from Atlantic Emergency Solutions for a total of 31 SCBA Air Paks.

A project has been identified in the Capital Improvement Program (CIP) for the replacement of SCBAs. This is project 24FD01. \$330,000 has been allocated in the current fiscal year towards this project.

With \$330,000 being allocated, staff will be able to purchase an additional 3 Air Paks and stay within the allocated budget.

Staff is recommending to award the bid to Atlantic Emergency Solutions in the amount of \$313,784.98 to purchase 34 SCBA Air Paks.

The Bid Tabulation and proposals are attached to this agenda item.

REQUESTED BY:

Name: Josh Hurst, Fire Chief

The City of Paris BID OPENING

DATE 12.1.25

TIME 10:00 am

DEPT/ORGANIZATION Fire

EQUIPMENT/SERVICES SEALED BIDS SCBA

Bid Number	Date Received	Time Received	Name of Bidder	Bid Amount
1	12.1.25	9:43 am	Atlantic Emergency	286,098.07

Bids Opened By: -

Merissa Williams
Josh Hester

REC'D. THE CITY OF PARIS
1 DEC '25 AM 9:43

ER

City of Paris KY
Josh Hurst
525 High Street
Paris, Ky 40361

Dear City Of Paris & Chief Hurst,

I am pleased to offer the enclosed proposal for the 2025 SCBA's. On behalf of Atlantic Emergency Solutions, I would like to thank you and the department for this opportunity. I would be honored to earn your business.

About Atlantic Emergency Solutions

Atlantic Emergency Solutions corporate offices are based out of our main location in Manassas, Virginia. Our company is comprised of more than 350 professionals who offer knowledgeable sales support, comprehensive parts, and service capabilities, roadside assistance, master trained technicians and valuable customer training. We have a clear and concise mission: Be the premier provider of fire and emergency solutions that help first responders save lives and protect property. To learn more about Atlantic Emergency Solutions, <https://www.atlanticemergency.com/Home>.

Sincerely,

Breamon Harris

Manufacturers represented include (but not limited to):





QUOTE

13051 Redwater Drive
Chester, VA 23836
(800) 442-9700
equipmentorders@atlanticemergency.com

Quote NO. 83159
Employee NO. 1394
CUSTOMER ID 71663
DATE 11/30/2025
EXPIRATION DATE 12/30/2025

Bill To Paris Fire Department
Attn: Chief Mike Duffy
313 High Street
Paris Kentucky 40361
United States

Ship To

SALESPERSON	SALESPERSON CONTACT#	DELIVERY CONTACT	DELIVERY CONTACT#	PO#	PAYMENT TERMS	FREIGHT OPTIONS
Breamon Harris						Freight Not Included

QTY	ITEM #	NAME / VENDOR / DESCRIPTION	UNIT PRICE	LINE TOTAL
31	7012472117	201215-28 / 3M SCOTT / 3M? Scott? AV-3000 HT Facepiece 201215-28, 4-Strap, Kev, Medium, Right Comms Bracket	\$347.59	\$10,775.29
62	804722-01	804722-01 / 3M SCOTT / 3M Scott Cyl& Valve Assy 804722-01, CGA, 4.5, 45 Min, 1 ea/Case	\$831.49	\$51,552.38
31	SO-3285	SO-3285 Scott / X8A14021305304 / Air-Pak XD SCBA 2025 Standard with CGA	\$7,218.40	\$223,770.40
SUBTOTAL				\$286,098.07
TAX				0.00%
FREIGHT ESTIMATE				\$0.00
TOTAL				\$286,098.07

Quote Comments:



SCOTT
Fire & Safety

When you purchase a 3M™ Scott™ Air-Pak™ SCBA, compliant to the NFPA 1981, 2018 Edition standard, you will receive a bumper-to-bumper warranty for as long as you own the product at no additional cost.



- ✓ Backframe & Harness
- ✓ Pneumatics
- ✓ Electronics
- ✓ Facepiece
- ✓ Cylinder



**No
Additional
Cost**

With the **As Long As You Own It Warranty**, customers will have peace of mind knowing that their most important investment is backed for the lifetime ownership of the product. No more crunching numbers to help manage maintenance costs towards the end of the product's life cycle.

This latest warranty from 3M Scott Fire & Safety reinforces our commitment to you - **the customer** - and further reduces your lifetime cost of ownership for the Air-Pak SCBA.

Proven performance – reliable and durable

Budget-friendly

No mandatory parts replacement

No overhaul requirements

Backed by an extensive service center network

Chief Josh Hurst
313 High Street
Paris, Kentucky
40361



The City of Paris
Division of Fire & EMS

Phone (859) 987-2120
Fax (859) 987-2133
TDD (859) 987-2100

Bid Specification

3M Scott Air-Pak XD Self-Contained Breathing Apparatus (SCBA)

Self-Contained Breathing Apparatus Requirements

- The SCBA shall consist of the following major sub-assemblies: (1) full facepiece assembly; (2) a removable, positive pressure, mask-mounted regulator with air-saver switch; (3) an automatic dual path redundant pressure reducer; (4) end-of-service time indicators; (5) a harness and backframe assembly for supporting the equipment on the body of the wearer; (6) a shoulder strap mounted, remote gauge indicating cylinder pressure; (7) a rapid intervention crew/universal air connection (RIC/UAC); (8) a personal alert safety system (PASS); and (9) cylinder and valve assembly for storing breathing air under pressure.

Regulatory Approvals

- The SCBA shall be approved to NIOSH 42 CFR, Part 84 as an open circuit, pressure-demand self-contained breathing apparatus.
- The SCBA shall be certified to NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus for Emergency Services, 2018 Edition.
- The SCBA shall be certified to NFPA 1982, Standard on Personal Alert Safety Systems, 2018 Edition, when configured with a PASS device.

- All components shall be approved for Intrinsic Safety under UL 913 Class I, Groups C and D, Class II, Groups E, F and G, Hazardous locations.
- The SCBA shall maintain all NIOSH standards with any of the types of cylinders listed as provided by the SCBA manufacturer

Required Components

Facepiece Assembly (Model: AV-3000 HT)

- The facepiece shall have a large diameter inlet that enables both unrestricted breathing and voice communications, while also allowing for rehydration (oral) without having to remove the facepiece while mask-mounted regulator is doffed.
- The facepiece shall enable connection of the mask-mounted regulator by way of a quarter (1/4) turn rotation.
- The facepiece shall interface with the mask-mounted regulator, without the use of tools, with an audible click to assure the user that the regulator is properly seated.
- The full facepiece assembly shall be available in three sizes, marked “S” for small, “M” for medium and “L” for large.
- The facepiece sizes shall be color-coded for ease of identification.
- The facepiece nose cup assembly shall be available in three sizes, marked “S” for small, “M” for medium and “L” for large.
- The facepiece assembly, including head harness, shall not be made with natural rubber latex.
- The facepiece shall include a face seal that is secured to the lens by a U-shaped bezel using no more than two fasteners.
- The facepiece shall contain inhalation valves that are contrasting in color and readily visible to enable quick visual inspection.
- Multi-directional voicemitters shall be recessed on both sides of the facepiece and ducted directly to an integral silicone nose cup to enhance voice transmission around the user.
- The facepiece shall meet the requirements of the NFPA 1981, 2018 Edition standard for nonelectronic communications.

- The facepiece assembly shall be modular in design to enable ease of upgrading and serviceability.
- The facepiece shall be capable of submersion for cleaning and disinfecting.
- The facepiece shall be able to incorporate multiple electronic communications options (amplification, radio interface, radio direct interface) without affecting NIOSH approvals and/or NFPA certification, where applicable.
- The facepiece shall enable the installation of communications bracket on either the right or left side.
- The facepiece shall be approved for use with multiple respiratory applications (e.g., airline respirator or negative pressure respirator with filters/cartridges) to enable the same user to switch from one application to another without the use of tools and without doffing the facepiece.

Facepiece Lens

- The lens is a component of the facepiece assembly and shall be a single, replaceable, modified-cone configuration, constructed of a high-temperature and radiant-heat-resistant, non-shatter type polycarbonate material.
- The lens shall be coated to resist abrasion and meet the requirements of the NFPA 1981, 2018 Edition standard for lens abrasion.
- The lens shall have an internal anti-fog coating to reduce fogging of the lens.
- The lens shall meet the requirements of the NFPA 1981, 2018 Edition standard for radiant heat and elevated temperature heat and flame resistance tests.
- The facepiece shall meet the penetration and impact requirements of ANSI Z87.

Head Harness

- The head harness is a component of the facepiece assembly and shall have five points of suspension connection, four of which shall be adjustable, made in the fashion of a net hood to minimize interference between securing of the facepiece and the wearing of head protection.

- The head harness shall be available in an optional, adjustable five-strap configuration.
- The head harness shall be constructed of a para-aramid material for fire, first responder and CBRN applications.
- The head harness shall include either a positioning strap or an integrated handle to assist with donning of the facepiece.
- Two elastomeric straps, attached to the face seal in four locations, shall provide adjustment for proper seal to the face.

Regulator (Model: E-Z Flo+)

- The mask-mounted regulator shall maintain positive pressure during flows of up to 500 standard liters per minute.
- The mask-mounted regulator shall be available in a continuous hose configuration, with an optional inline quick disconnect coupling.
- The optional quick disconnect coupling shall be easily connected and disconnected by trained individuals with a gloved hand and in limited visibility conditions.
- The optional quick disconnect coupling shall be guarded against inadvertent disconnection during use of the equipment.
- The low-pressure hose shall be equipped with a swivel attachment at the mask-mounted regulator.
- The mask-mounted regulator shall connect to the facepiece by way of a quarter (1/4) turn rotation.
- A latch mechanism shall lock the mask-mounted regulator in place to prevent inadvertent rotation.
- An audible click shall provide notification that the mask-mounted regulator is securely attached to the facepiece.
- The mask-mounted regulator shall be equipped with a gasket to provide a seal against the mating surface of the facepiece.
- The mask-mounted regulator shall contain an air-saver switch to prevent airflow when disconnected from the facepiece.
- The mask-mounted regulator shall reactivate and supply air only in the positive pressure mode when the wearer affects a face seal and inhales.
- The mask-mounted regulator shall have a demand valve to deliver air to the user, activated by a diaphragm responsive to respiration.

- The diaphragm shall include an integrated exhalation valve.
- The mask-mounted regulator shall include a purge valve for use as an emergency bypass.
- The mask-mounted regulator shall be designed to direct the incoming air through a spray bar and over the inner surface of the facepiece lens for defogging purposes.
- The mask-mounted regulator shall incorporate a Heads-Up Display (HUD) to provide visual alerts to the SCBA user of air status and PASS alarm conditions.
- The mask-mounted regulator shall incorporate a latch mechanism to enable removal from the facepiece.
- The mask-mounted regulator shall require pulling back of the thumb latch and a quarter (1/4) turn rotation for removal from the facepiece.

Pressure Reducer with CGA Cylinder Connection

- The pressure reducer shall be mounted on the backframe and be coupled to the cylinder valve through an internally-armored, high-pressure hose with a hand coupling for engagement and sealing within the cylinder valve outlet.
- In lieu of a manual by-pass, the pressure reducer shall include a back-up pressure reducer connected in parallel with the primary pressure reducer and an automatic transfer valve for redundant control.
- The back-up pressure reducer shall also be the means of activating the low-pressure alarm devices in the mask-mounted regulator.
- The low-pressure alarm warning shall denote a switch from the primary pressure reducer to the back-up pressure reducer whether from a malfunction of the primary pressure reducer or from low cylinder supply pressure.
- A press-to-test valve shall be included to allow functional testing of the back-up pressure reducer.
- The pressure reducer shall have incorporated a resettable over-pressurization relief valve which shall prevent the attached low-pressure hose and mask-mounted regulator from being subjected to high pressure.
- The pressure reducer shall incorporate a removable cover to allow the SCBA to be machine washed in an approved SCBA washer.

End-of-Service-Time Indicator (EOSTI)

- The SCBA shall have two end-of-service-time indicators (EOSTI). One shall be both a tactile and audible alarm, and one shall be a Heads-Up Display (HUD).
- The primary EOSTI shall be the integral low-pressure alarm device that shall combine an audible alarm with simultaneous vibration of the facepiece.
- The primary EOSTI shall be located in the positive pressure mask-mounted regulator.
- This alarm device shall indicate either low cylinder pressure (35% $\pm$ 2%) or a malfunction of the primary pressure reducer.
- The HUD shall serve as the secondary EOSTI.
- The HUD shall be powered by the SCBA's single power supply.
- The HUD shall be mounted in the user's field of vision on the positive pressure mask-mounted regulator.
- The HUD shall display cylinder pressure in increments of 100%, 75%, 50% and 35% ($\pm$ 2%).
- The display shall not have a numerical representation of cylinder pressure.
- At greater than three quarters cylinder pressure, two green Light Emitting Diodes (LED) shall be illuminated.
- Between three quarters and one-half cylinder pressure, one green LED shall be illuminated.
- Between one-half and 35% ($\pm$ 2%) cylinder pressure, one "yellow" LED shall be illuminated and flash at a rate not less than one (1x) time per second.
- At 35% ($\pm$ 2%) or less cylinder pressure, one "red" LED shall be illuminated and flash at a rate to exceed ten times (10x) per second.
- The HUD shall have a low battery indication that is distinct and distinguishable from the cylinder pressure indications.

Backframe and Harness Assembly

- A lightweight wireform backframe shall be used to carry the cylinder and valve assembly and the pressure-reducing regulator assembly.

- The wireform backframe shall provide a low front-to-back SCBA profile to help minimize snag points in tight spaces.
- The backframe shall include an over-the-center, adjustable tri-slide fixture, a para-aramid strap and a double-locking latch assembly to secure 45-minute cylinder.
- The harness assembly shall include a waist pad and shoulder pads, available in a padded or unpadded configuration.
- The padded harness assembly shall be constructed of an outer shell material and incorporating a closed-cell foam design to help minimize water and contaminant absorption.
- The harness assembly shall incorporate either parachute-type, quick release buckles or spring clips to help secure the webbing.
- The padded harness assembly shall consist of a one-size, black, para-aramid strap with two red stripes along the outer edges and a reflective stripe in the center for enhanced visibility.
- The harness assembly shall include a seat-belt type waist belt attachment.
- The harness assembly shall include box-stitched construction with no screws or bolts.
- The harness assembly shall be removable from the backframe without the use of tools.
- The harness assembly shall be machine washable to help with contaminant exposure reduction.
- The harness assembly shall accommodate a waist belt extension.
- The waist pad shall be attached to the backframe such that movement by the wearer provides natural articulation. Articulation shall be accomplished without the use of mechanical devices.
- The waist pad and belt shall freely wrap around and conform to the user's hips.
- The shoulder harness shall be fitted with a Drag Rescue Loop (DRL) capable of being deployed in an emergency to drag a downed wearer to safety.
- The DRL shall be sewn into the shoulder harness assembly and shall provide a horizontal pull strength of 1000 lbs.

- The DRL shall be stored in a manner to prevent accidental snag but maintain accessibility with gloved hands.
- The shoulder harness shall include reflective material to enhance the visibility of the user in low-light conditions.
- The padded shoulder harness shall accommodate two distinct positions for a chest strap attachment.

Rapid Intervention Crew / Universal Air Connection (RIC/UAC)

- The SCBA shall incorporate a RIC/UAC fitting to be compliant with the NFPA 1981, 2018 Edition standard.
- The RIC/UAC shall be an integral part of the high pressure hose and coupling assembly.
- The RIC/UAC inlet connection shall be within 4" (4-inches) of the cylinder valve.
- The self-resetting relief valve shall be color-coded to identify pressure rating of the SCBA.
- The RIC/UAC shall have a check valve to prevent the loss of air when the high-pressure air source has been disconnected.

Cylinder and Valve Assembly

- The cylinder valve shall be constructed of forged aluminum.
- There shall be no mandatory maintenance required on the cylinder valve.
- The cylinder valve outlet shall be a modification of the Compressed Gas Association (CGA) standard threaded connection number 347 for breathing air for 4500 psig systems.
- Each cylinder valve shall consist of the following: 1) a hand activated valve mechanism with a spring-loaded, positive action, ratchet type safety lock and lock-out release for selecting "lock open service"; 2) an upstream connected frangible disc safety relief device; 3) a dual reading pressure gauge indicating cylinder pressure at all times; 4) an elastomeric bumper; 5) an angled outlet.
- The cylinder valve shall have an RFID tag molded into the elastomeric bumper with a universal RFID marking embossment.

- The RFID tag shall be capable of storing product specific information, including serial number, manufacture date, hydrostatic test date, pressure rating and life expectancy.
- The SCBA shall maintain all NIOSH and NFPA standards with any of the types of cylinders listed as provided by the SCBA manufacturer.

Cylinder Type – Carbon-Wrapped

- The cylinder shall be manufactured in accordance with US Department of Transportation (DOT) specifications and meet the Transport Canada requirements with working pressures of 4500 psig.
- The cylinder shall be lightweight, composite type cylinder consisting of an aluminum alloy inner shell, with a total overwrap of carbon fiber, fiberglass and an epoxy resin.
- The cylinder shall have a 2D barcode located under the protective gel coat programmed with the following information, at a minimum: serial number, manufacture date, and hydrostatic test date.
- The cylinder shall be available in a 45-minute duration based on the NIOSH breathing rate of 40 liters per minute (lpm).
- The cylinder shall be available in a 30-year life design as defined by the DOT Special Permit 14232*.

Personal Alert Safety System (PASS) with Firefighter Locator

- The PASS shall be certified to NFPA 1982, Standard on Personal Alert Safety Systems, 2018 Edition.
- Operation of this PASS shall be initiated with the opening of the valve of a charged SCBA cylinder.
- The system shall feature a “hands-free” reset capability that may be activated by means of movement of the SCBA when the system is in a pre-alarm mode.
- The system shall operate from a single power source containing six “AA” batteries.
- The system shall have a battery check function that provides an LED indication of battery status while the SCBA is not pressurized.

- When the PASS is manually activated, the locator system shall immediately emit a 2.4 GHz signal able to be received by a separate hand-held receiver.
- When the PASS is activated due to lack of motion, the locator system shall have a ten-second delay prior to emitting a 2.4 GHz signal able to be received by a separate hand-held receiver.
- The locating system shall be programmable with eight alpha-numeric characters to provide identification information.
- The PASS shall contain two components: a Console and a Sensor Module.
- When the PASS goes into pre-alarm, the user shall be notified through a distinct light pattern in the HUD display located on the mask-mounted regulator.

Console

- The console shall be located on the user's right shoulder harness.
- The console shall come with a mechanical (analog) pressure gauge that is angled at 30°.
- The console shall contain an integral, edge-lit, mechanical pressure gauge that is automatically turned on by opening the cylinder valve.
- The console shall display the following:
 - Pre-Alarm: alternating red flashing LEDs;
 - Full Alarm: dual flashing red LEDs and a flashing PASS icon;
 - Low Battery: red flashing LEDs;
 - Normal System Operation: flashing green LED.
- The console shall contain a photo-sensing diode that automatically the brightness of the HUD as the ambient lighting conditions change.
- The console shall contain an integrated RFID tag.
- The console shall contain buttons for user interaction.
- The buttons shall be designed to minimize accidental activation.
- A yellow color-coded button shall permit system reset.
- A red color-coded button shall permit manual activation of the full alarm mode.

- The console shall be equipped with an LED “External HUD” allowing others to determine the user’s cylinder pressure range through the same color-code scheme as the HUD on the mask-mounted regulator.
- A green LED shall be illuminated across the gauge face to indicate a cylinder with greater than 50% cylinder pressure.
- A yellow LED shall be illuminated across the gauge face to indicate a cylinder between 50% and 35% cylinder pressure.
- A red LED shall be illuminated across the gauge face to indicate a cylinder with less than 35% (+0/- 2%) of the rated cylinder pressure.

Sensor Module

- The system shall include a sensor module mounted to the SCBA backframe and located in an area between the cylinder and backframe in a manner designed to protect the assembly from damage.
- The sensor module shall contain a motion sensor that is sensitive to user hip movement to reduce false activations.
- The sensor module shall contain redundant, dual sound emitters for the audible alarm and dual visual “buddy” indicator lights.
- The sensor module sound emitters shall be oriented in multi-directions for optimal sound projection.
- The sensor module sound emitters shall broadcast a unique alarm tone for the following conditions:
 - Pre-alarm PASS
 - Full-alarm PASS
 - Low battery
- The visual indicators on the backframe-mounted sensor module shall flash green during normal operation.
- The visual indicators shall flash red when the device is in pre-alarm and full-alarm.
- The visual indicators shall flash yellow when the SCBA has reached one-half cylinder pressure.
- The visual indicators shall flash a combination of red, green, and white when the SCBA has reached 35% (+0/- 2%) of the rated cylinder pressure.

- The sensor module shall have a Bluetooth® chipset integral to the unit to provide wireless connectivity to external devices.

Universal Emergency Breathing Safety System (UEBSS)

- The optional Universal Emergency Breathing Safety System (UEBSS) shall be certified to the NFPA 1981, 2018 Edition standard.
- The UEBSS shall have one of each of the following requirements; (1) a manifold with one each of a Rectus socket and Rectus plug, both of which have check valves, (2) 40” minimum low-pressure hose, (3) a pouch for storing the hose, and (4) a dust cap for the socket and plug.
- The UEBSS shall be positioned on the wearer’s left side and shall be capable of allowing for six feet of hose between like systems.
- The manifold shall be made of aluminum and anodized.
- The socket and plug shall have spacing, no less than 15° off-center.
- The socket shall have a double action to disengage, noted as a “push-in/pull-back”.
- The plug and socket shall be equipped with a check valve.
- The hose shall be made of high temperature rubber capable of sustaining a maximum 250 psig of pressure.
- The containment system shall include a pouch and shall be made of para-aramid materials and shall be capable of storing 36” of hose.
- The pouch shall be attached to the SCBA by snap fasteners.
- The pouch shall have a pull-strap to assist with opening of the flap and gaining access to the hose and manifold assembly.
- The pouch shall be marked “UEBSS” and be constructed of reflective material.
- The pouch shall be removable from the backframe without the use of tools.
- The UEBSS shall have provision for connection of a supplied airline for extended duration use while reserving the cylinder supply for egress.
- The optional extended duration airline adapter shall have a plug on one end to connect to the UEBSS and a socket on the other end to connect to a supplied airline.

- The optional extended duration airline adapter shall be able to accommodate Industrial Interchange (e.g. Hansen, Foster, Parker, etc.), HK or twist lock fittings.
- The optional extended duration airline adapter shall have a check valve to prevent the accidental loss of air when the adapter is disconnected from the supplied airline.

Warranty

- The SCBA shall be covered by a warranty providing protection against defects in materials and workmanship.
- The warranty period shall be for as long as the SCBA is owned by the original purchaser.
- This warranty shall not require a registration in order to activate.
- This warranty shall not be contingent upon completing mandatory overhaul or recommended preventative maintenance.



PARIS CITY COMMISSION AGENDA ITEM

Commission Meeting Date: December 9, 2025

AGENDA ITEM: Conditional Employment Contract Revision: Fire Department

DEPARTMENT: Fire

RECOMMENDED MOTION: Motion to approve the revised conditional employment agreement for Fire Department employees.

DESCRIPTION: In 2024, the City Commission approved a template for a Conditional Contract of Employment contract to be utilized by the Fire Department for new hires. This new hire contract was created in an effort to retain firefighters. This revised version for the fire department replaces the prior version and increases the contract period to 5-years, versus a 2-year period, as well as adjusts the pro rata reduction funds the employee would be required to pay back to the City upon termination of service.

REQUESTED BY:

Name: Fire Cheif, Josh Hurst
Bryan Beaman, City Attorney

**CITY OF PARIS
FIREFIGHTER
CONDITIONAL CONTRACT OF EMPLOYMENT**

THIS AGREEMENT, made and entered into this the ____ day of _____, 20____, by the City of Paris, Kentucky, a home rule city and municipal corporation (the “City”), by and through its Board of Commissioners and signed by the Mayor and Fire Chief, to wit: the City and

_____, a prospective City firefighter of the City of Paris (the “Firefighter” and collectively, the “parties”) enter into this Agreement.

WHEREAS, the City operates a fire department with members who are firefighters, each of whom is an employee of the City (the “Paris Fire Department” and a “City firefighter”); and

WHEREAS, the City and the Firefighter recognize this document as a legally binding contract upon one another that further serves as a condition of the Firefighter’s employment as a City firefighter and that the parties of their own free will desire to enter into this contract based upon good faith and the mutual and good and valuable consideration set forth herein and the common law of contract in Commonwealth of Kentucky; and

WHEREAS, the City requires its members who are hired to be firefighters to complete and maintain training in specified subjects and obtain the certifications to be classified as professional firefighters as set forth in the applicable policies of the Paris Fire Department concerning recruit and firefighter training and in the job descriptions of the City of Paris for Firefighter-Recruit and Firefighter and in the regulations of the Kentucky Fire Commission, each of which are incorporated by reference as if fully set forth herein and as amended from time to time; and

WHEREAS, the City also requires as a condition of employment that an individual hired to be a firefighter of the City to successfully complete a probationary period of employment; and

WHEREAS, the parties acknowledge that the Firefighter will not be performing regular duties of a City firefighter during the training to be a professional firefighter as set forth in the applicable policies of the Paris Fire Department concerning recruit and firefighter training and in the job descriptions of the City of Paris for Firefighter-Recruit and Firefighter and in the regulations of the Kentucky Fire Commission; and

WHEREAS, the City incurs costs in its recruitment of a firefighter and the application process and in equipping of an individual hired to be a City firefighter and in training of the individual once hired to be a City firefighter, including costs of time, resources and salaries for training provided by the Paris Fire Department and costs of training and related costs and costs of training and/or testing provided by the Kentucky Fire Commission or another entity(ies); and

WHEREAS, the City, in expending such moneys, does anticipate that it will benefit from

such expenditures through its long-term full-time employment of a professional firefighter, an expectation which goes unrealized when the firefighter so hired and so trained accepts employment as a firefighter with another fire department agency or otherwise voluntarily leaves his employment as a City firefighter, so that this City then must recruit, train and equip a new individual to be a firefighter of the City, when a firefighter so hired leaves employment with the City; and

WHEREAS, the parties recognize that the time, salaries, resources expended by the City for recruitment of a firefighter, application process and in the equipping of an individual hired to be a City firefighter and training of the individual once hired to be a City firefighter (the Firefighter to this Agreement) is significant and which is compounded when a firefighter so hired leaves employment with the City, so that the City must then recruit, process, train and equip a new individual to be a City firefighter and, therefore, the parties in good faith estimate and agree upon by the costs so incurred by the City under such circumstances (the “Reimbursement Amount”) as set forth in paragraph 4 below.

NOW THEREFORE, the parties enter into the following agreement:

1. During the term of the Firefighter’s employment with the City as a member of the Paris Fire Department, the City will provide the Firefighter with equipment including uniforms, “turn out gear” and a clothing allowance, and the City will provide to the Firefighter training and testing within the Paris Fire Department and/or Kentucky Fire Commission and/or the Fire Academy of Kentucky or another entity(ies) along with associated costs for the Firefighter to be provided with the opportunity to complete and maintain training in specified subjects and obtain the certifications to be classified as a professional firefighter as set forth in the applicable policies of the Paris Fire Department concerning recruit and firefighter training and in the job descriptions of the City of Paris for Firefighter-Recruit and Firefighter and in the regulations of the Kentucky Fire Commission.

2. The Firefighter, as a condition of employment with the City as a firefighter, shall complete and maintain training and certifications in specified subjects to be classified as professional firefighters as set forth in the applicable policies of the Paris Fire Department concerning recruit and firefighter training and in the job descriptions of the City of Paris for Firefighter-Recruit and Firefighter and in the regulations of the Kentucky Fire Commission, each of which are incorporated by reference as if fully set forth herein and as amended from time to time.

3. The Firefighter, as a condition of employment with the City as a firefighter, shall successfully complete the training described immediately above and obtain and maintain the certifications resulting from such training by means of training approved by the Paris Fire Department to be conducted by the Paris Fire Department, the State Fire Commission aka the Fire Academy of Kentucky or other entity(ies) approved by the Paris Fire Department and complete a probationary period of employment.

4. In the event that the Firefighter hired by the City under this Agreement ends full-

time employment with the City prior to five (5) years from the later date of either (i) the Firefighter graduating the fire academy or (ii) signing this Agreement and accepts employment as a firefighter with another fire department agency or emergency medical provider or otherwise voluntarily leaves his full-time employment with the City, then the Firefighter will pay to the City on the final day of full-time employment with the City the Reimbursement Amount of \$_____, which is a good faith estimate for which the parties have agreed for the costs, time, salaries, resources expended by the City for recruitment of the Firefighter, the application process, the equipping of the Firefighter, the training of the Firefighter, any costs or amounts required to be paid or reimbursed to another agency employer to the extent authorized by law or by contract or otherwise as agreed to by the City, along with costs, times, salaries, recruitment, application process, training and equipping a new individual to be a City firefighter to replace the Firefighter due to his breach of this Agreement by not fulfilling the obligation of continuing full-time employment with the City for five (5) years.

5. It shall be the duty of the Firefighter to notify any subsequent employer that is a fire department agency or emergency medical services provider of the terms of this Agreement, and the Firefighter may be relieved of his obligation to pay the Reimbursement Amount to the City, if a subsequent employer pays the Reimbursement Amount on behalf of the Firefighter.

6. Nothing in this agreement shall alter the probationary and at-will status of the Firefighter's employment as set forth in the policies of the City or of the Paris Fire Department.

7. This Agreement, and any interpretation thereof, shall be governed by the laws of the Commonwealth of Kentucky.

8. The parties to this Agreement irrevocably submit to the exclusive jurisdiction of the Commonwealth of Kentucky, District or Circuit Courts of Bourbon County, Kentucky, over any dispute arising out of or relating to this Agreement or any other agreement or instrument contemplated by this Agreement or entered into in connection with this Agreement or any of the transactions contemplated by this Agreement. Each party to this Agreement irrevocably agrees that all claims in respect of such dispute or proceedings may be heard and determined in such court as is applicable. The parties to this Agreement irrevocably waive, to the fullest extent permitted by applicable law, any objection which they may now or hereafter have to the laying of venue of any such dispute brought in such court or any defense of inconvenient forum in connection therewith.

9. This Agreement may be executed on differing dates and in one or more counterparts, each of which shall be considered an original, but all of which taken together shall constitute one and the same Agreement. Facsimile or electronic transmission of a signed original counterpart shall be deemed the same as the delivery of an original.

10. To the extent that any paragraph or part of this Agreement is found void or unenforceable, the remainder of this Agreement shall not be affected thereby.

11. This Agreement was prepared by counsel for the City as a matter of convenience

and shall not be construed against any person, firm or entity on account of the identity of the drafter.

12. This Agreement constitutes the entire agreement among the parties with respect to the subject matter of this Agreement and supersedes all prior agreements and understandings among the parties with respect thereto.

The Firefighter, by his signature below, acknowledges that he has carefully read and understands that this Agreement is a condition of employment with the City of Paris and the Paris Fire Department, that the Firefighter agrees to all of the terms and conditions contained herein and desires to be bound, as will the City, to the terms herein.

CITY OF PARIS

CITY OF PARIS

PROSPECTIVE CITY FIREFIGHTER

Printed name: _____

COMMONWEALTH OF KENTUCKY

COUNTY OF BOURBON

Subscribed, sworn to and acknowledged before me by _____,
prospective City firefighter, this _____ day of _____, 20____.

NOTARY PUBLIC, STATE OF KY AT LARGE
COMMISSION EXPIRES _____
COMMISSION NUMBER _____

