



# MTAS MUNICIPAL E-NEWS

JULY 2015 • ISSUE 73

## CLASS LISTINGS & INTERACTIVE TRAINING CALENDAR

Mark your calendar! MTAS training events and conferences are listed here along with information on how to register for upcoming training events on your Solution Point account. [READ](#)

## RESEARCH/INFORMATION CENTER NEW MATERIALS

- Drainage Work Notice | [Download](#)
- Facility Naming Policies | [Download](#)
- ISO Ratings Survey | [Download](#)

For all listings of new materials: [CLICK HERE](#)

## PAST ISSUES OF THE MUNICIPAL E-NEWSLETTER

[READ](#)

## CITY SPOTLIGHT:

### DECATURVILLE

#### Decatur County

Incorporated 1850

2014 Population: 867

Municipal Management Consultant

David Angerer

david.angerer@tennessee.edu

## FROM THE EXECUTIVE DIRECTOR...

How Is MTAS Doing? 2015 Biannual Customer Survey [READ](#)

## NATIONAL FLOOD INSURANCE FREE FOUR HOUR CLASS IN AUGUST

Learn About National Flood Insurance and Floodplain Management. [READ](#)

## FMLA FORMS NOW UPDATED BY DOL

For those of you who maintain hardcopies of FMLA sample forms, as provided by the Department of Labor - Wage and Hour Division, you will need to destroy outdated revisions, and replace with the newly issued (Effective June 1, 2015) forms. [READ](#)

## VOLUNTEER FIRE DEPARTMENTS NOW REQUIRED TO FILE ANNUAL FINANCIAL REPORTS

State law now requires every volunteer fire department receiving appropriations from the federal government, the state, a county, or a municipality to file an annual financial report with the Tennessee Comptroller of the Treasury and with each local government from which the volunteer fire department received an appropriation. [READ](#)



### MTAS Online

3 new certificate programs

Administrative Professional Online Certificate

Human Resources Essentials Online Certificate

Managerial Essentials Online Certificate



## From the Executive Director...

### How Is MTAS Doing? 2015 Biannual Customer Surveys

Jim Thomas, Executive Director  
jim.thomas@tennessee.edu

**JUST LIKE YOU**, we at MTAS want to know how we're doing...in our own eyes, but, more importantly, in yours. So we use some tools to measure that and many of you helped us recently by responding to a survey that was sent to MTAS customers by our parent organization, the UT Institute for Public Service.



Jim Thomas

About 500 of you replied with your thoughts, ideas and concerns. You answered five basic questions that have been standards in this biannual survey for many years. In your responses you told us we're doing pretty good across the board, and even improving in the two years since we last surveyed our customers. While that information is always good to see, and appreciated by all of us at MTAS, it's what you told us when we asked the question, "What do you see as problems facing your city government in the next 10 years?" that will inform us as we plan for the future. Several hundred of you took the time to speak your mind on that one. And what you said tells a strong story. The economy is better, but it's sure not great. Revenues are decreasing while expenses are increasing. Infrastructure is aging and needs greater attention than what available resources can provide. Knowledge and skill sets needed in municipal government are not plentiful enough in the applicant pool when working to fill staff vacancies. Unfunded mandates are a burden on dwindling budgets. And the list goes on.

MTAS staff is carefully considering what we heard you say in the survey, and we'll use that information to focus our efforts on what is important to you. We want to assist you in meeting those problems and issues head-on today while working to lessen the affect they may have on your city in the future.

If you've got any more thoughts on issues that city government will face in the future, give me a call at (615) 972-9219 or e-mail me at [jim.thomas@tennessee.edu](mailto:jim.thomas@tennessee.edu).

## National Flood Insurance Free Four Hour Class in August

### LEARN ABOUT NATIONAL FLOOD INSURANCE AND FLOODPLAIN MANAGEMENT.

Be ready for flooding in your community.

MTAS is offering free training for anyone who is interested in learning all about the National Flood Insurance Program in August 2015.

The NFIP Training will educate you on the National Flood Insurance Program: what it is, how it works, and the legislation that affects it. Furthermore, this training session will give you the logistical tools and financial knowledge of flood insurance that you need to effectively handle floodplain management in your city.

<http://mtas.tennessee.edu/Training/Catalog/flood.pdf>



FEMA

TNECD

## FMLA Forms Now Updated by DOL

John Grubbs, MTAS Human Resources Consultant

**FOR THOSE OF YOU** who maintain hardcopies of FMLA sample forms, as provided by the Department of Labor - Wage and Hour Division, you will need to destroy outdated revisions, and replace with the newly issued (Effective June 1, 2015) forms.

The expired Family and Medical Leave Act (FMLA) forms (February 28, 2015) that the U.S. Department of Labor (DOL) said to keep using have now been replaced. These new FMLA forms don't expire until May 31, 2018.

Other than a change in the expiration date, it appears that the only substantive change to the forms is a reference to the Genetic Information Nondiscrimination Act (GINA) in the WH-380E, 380F, 385, and 385V medical certification forms. In the new FMLA forms, the instructions to the healthcare provider (Section II on the forms) states:

Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

According to GINA regulations, if an employer provides a safe harbor notice with the request for medical certification, any receipt of genetic information in response to the request will be considered inadvertent (and will not violate GINA).

### Here are the links to the latest forms provided by the DOL-WHD:

[Form WH-380-E - Certification of Health Care Provider for Employee's Serious Health Condition \(PDF\)](#)

[WH-380-F - Certification of Health Care Provider for Family Member's Serious Health Condition \(PDF\)](#)

[WH-381 - Notice of Eligibility and Rights & Responsibilities \(PDF\)](#)

[WH-382 - Designation Notice \(PDF\)](#)

[WH-384 - Certification of Qualifying Exigency For Military Family Leave \(PDF\)](#)

[WH-385 - Certification for Serious Injury or Illness of Covered Servicemember — for Military Family Leave \(PDF\)](#)

[WH-385-V Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave \(PDF\)](#)

## Volunteer Fire Departments Now Required to File Annual Financial Reports

**STATE LAW NOW REQUIRES** every volunteer fire department receiving appropriations from the federal government, the state, a county, or a municipality to file an annual financial report with the Tennessee Comptroller of the Treasury and with each local government from which the volunteer fire department received an appropriation.

This new reporting requirement is effective for the year ending June 30, 2015, so volunteer fire departments meeting the criteria in the law are required to submit an Annual Financial Report of Cash Receipts, Disbursements, and Balances For the Year July 1, 2014 through June 30, 2015 report (form attached) to the comptroller by December 31, 2015.

Volunteer fire departments that receive all of their funds from a municipality or county through that city's or county's budget still need to file a report. On the form, indicate a cash available balance of zero for July 1, receipts should equal the amount of money actually expended on the fire department for the reporting period, disbursement should equal the amount of money actually expended on the fire department for the reporting year, and indicate a cash available balance of zero at the end of the year (June 30). If the fire department received any grants, money from fund raising activities, etc. those funds would need to be listed, too.

For more information contact:

Karen Patterson, Division of Local Government Audit at (615) 401-7841 or [karen.patterson@cot.tn.gov](mailto:karen.patterson@cot.tn.gov)

Dennis Wolf, MTAS Fire Management Consultant at (901) 579-9247 or [dennis.wolf@tennessee.edu](mailto:dennis.wolf@tennessee.edu)

Check out the [2015 MTAS Training Catalog](#) and plan your training calendar now!

## UPCOMING CONFERENCES

**Tennessee Fire Chiefs Association  
Annual Conference**  
July 11-14, 2015  
Nashville  
Airport Marriot  
[More info](#)

**Tennessee Association of Chiefs  
of Police Annual Conference**  
July 29-August 1, 2015  
Knoxville  
[More info](#)

**International Association of Fire  
Chiefs Annual Conference and Expo**  
August 26-29, 2015  
Atlanta, Georgia  
[More info](#)

**American Public Works  
Association International Public  
Works Congress and Expo**  
August 30-September 2, 2015  
Phoenix, AZ  
[More info](#)

**International City/County  
Management Association Annual  
Conference**  
September 27-30, 2015  
Seattle, Wash  
[More info](#)

## MTAS Training Opportunities

### 2015 Municipal Legislative Update

7/7/2015	8:30 AM	Franklin	Williamson County Ag Expo Park
7/8/2015	8:30 AM	Jackson	Jackson Energy Authority
7/9/2015	8:30 AM	Knoxville	UT Conference Center
7/10/2015	8:30 AM	Collegedale	Collegedale City Hall
7/14/2015	8:30 AM	Kingsport	Kingsport Center for Higher Education

### 2015 Municipal Legislative Update (CLE)

7/7/2015	8:30 AM	Franklin	Williamson County Ag Expo Park
7/8/2015	8:30 AM	Jackson	Jackson Energy Authority
7/9/2015	8:30 AM	Knoxville	UT Conference Center
7/10/2015	8:30 AM	Collegedale	Collegedale City Hall
7/14/2015	8:30 AM	Kingsport	Kingsport Center for Higher Education

### Affordable Care Act (ACA)

7/9/2015	8:30 AM	Nashville	TBI Headquarters
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### CMFO-Cash Management

8/19/2015	8:30 AM	Collegedale	Collegedale City Hall
8/19/2015	8:30 AM	Memphis	Memphis City Hall
8/26/2015	8:30 AM	Nashville	CIS Training Room

### CMFO-Financial Reporting II

7/22/2015	8:30 AM	Collegedale	Collegedale City Hall
7/22/2015	8:30 AM	Memphis	Memphis City Hall
7/29/2015	8:30 AM	Nashville	CIS Training Room

### MMA05 Human Resource Overview

7/9/2015	8:30 AM	Harriman	Harriman Police Department
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### Improving Communications: "It's not always their fault"

8/4/2015	8:30 AM	Johnson City	Johnson City Memorial Park Community Center
8/5/2015	8:30 AM	Knoxville	UT Conference Center
8/6/2015	8:30 AM	Collegedale	Collegedale City Hall
8/25/2015	8:30 AM	Franklin	Williamson County Ag Expo Park
8/26/2015	8:30 AM	Jackson	Jackson Energy Authority

### Layman's Approach to the Regulations and Management of Waste Water Systems

8/4/2015	8:30 AM	Knoxville	UT Conference Center
8/11/2015	8:30 AM	Nashville	TBI Headquarters
8/18/2015	8:30 AM	Jackson	Jackson Energy Authority

### National Flood Insurance Program Administrative and Legislative Training (Free Class Open to Everyone)

8/7/2015	8:30 AM	Knoxville	UT Conference Center
8/20/2015	8:30 AM	Collegedale	Collegedale City Hall
8/24/2015	8:30 AM	Kingsport	Kingsport Center for Higher Education
8/27/2015	8:30 AM	Bartlett	Bartlett Station Municipal Center
8/28/2015	8:30 AM	Jackson	Jackson Energy Authority
8/31/2015	8:30 AM	Franklin	Franklin Police Department

