# City of Forada

# Special Meeting Minutes

June 18, 2020

1. **Call to order:**

Mayor, Bob Bordeaux, called to order the special meeting of the City of Forada at 5:30 pm at City Hall.

1. **Roll call:**

Jo Kluver conducted a roll call. The following persons were present: Jo Kluver, Bob Bordeaux, Scott Erickson Absent: David Reller and Michaela Olson

Fire Chief Stephen VanLuik and 1st Responder President Judy Powers were present.

Michaela Olson joined via teleconferencing with Google Meets at 5:45 p.m. which was after voting of resolution.

1. Purpose of the special meeting was to review the presented Resolution 08-20 CoVid-19 Preparedness Plan for City of Forada. The plan states the city is committed to providing a safe and healthy workplace for city employees, fire department, first responders, patrons, and other entities who use city facilities. The CoVid-19 Preparedness Plan follows the industry guidance developed by the State of Minnesota, CDC and MDH for CoVid-19 MN OSHA statues, rules, and standards, and all relevant and current executive orders. This plan addresses:

Sicker workers stay home, social distancing of 6 feet apart, worker hygiene and source controls, building and ventilation protocol, and communications and training practices and protocol.

Judy asked if a responder or fire fighter should fill out a 1st Report of Injury for exposure to Covid-19 if exposure occurred while on a call. Discussion was held and Jo thought it would be good to document it so it’s on record. Judy stated the 1st Responders have in place protocols and PPE requirements for responding to medical calls. When dispatched, they will be notified if there are CoVid-19 symptoms so they are prepared and only 2 responders can attend these calls. They have not had any of these calls yet. If a responder gets CoVid-19 or needs to quarantine for 14 days and missed work, who is responsible for the responder’s missed wages. This may fall under Worker Compensation. Jo will provide new First Report of Injury Work Comp reports as the city is under a new company beginning in July.

Jo stated that masks need to be worn while in vehicles for calls and also each vehicle’s surface areas should be sanitized after each call or use. Also, sanitizing practices need to be followed at the fire hall: sanitizing all tables, door handles, light switches, bathrooms, and other frequently touched surfaces. Attendance should be taken by verbal roll call and 1person document attendance. Cannot pass around a pen and sign-in sheet. Also need to practice 6 feet distancing at meetings so this may require having meetings in truck bay areas for adequate spacing. Jo reported city hall is sanitized before and after all meetings that are held. The report also addresses building air systems and protocols. It is recommended to open windows and doorways during meetings for fresh air circulation.

Discussion was held on what is the chain of notification if a medical call proves to be a CoVid-19 positive patient. How are the notified? Judy will check into this with Lakes Area Responders.

Scott motioned to approve Resolution 08-20 CoVid-19 Preparedness Plan for City of Forada, 2nd by Jo. All in Favor.

Michaela entered meeting remotely – had technical issues joining the google meet so was delayed in her attendance. Gave her an update that the resolution had been passed. Michaela will add the resolution to the website.

Jo informed Judy and Stephen that the responders and fire department personnel need to be trained in on the Preparedness Plan and follow it. City is required to follow the same guidelines as business per executive order.

Judy stated she will email out the Preparedness Plan to all firefighters and 1st responders right away for them to read through and familiarize themselves. Follow up training sessions and discussion will occur at their meetings.

1. **Adjournment**

Motioned to adjourn meeting made by Jo, 2nd by Scott. All in favor.

Bob Bordeaux adjourned the meeting at 5:52 p.m.

Minutes submitted by:

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City Clerk/Treasurer

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Mayor