



**To:** Board of Directors  
**From:** Michael Schwartz, Fire Chief  
**Date:** May 12, 2020  
**Subject:** Authorize Emergency Spending Due to COVID-19 Pandemic

**Background:**

On March 4, California Governor Newsom declared a state of emergency for conditions caused by COVID-19, and on March 11, the World Health Organization declared COVID-19 a global pandemic. As a result, a threat to public health and safety of the north and west shores of Lake Tahoe has created conditions of extreme peril to the safety of persons and property within the District's service area, which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the District. In order to utilize all resources necessary to respond to the impacts of the local emergency staff is recommending the following actions.

**Recommended Actions:**

Adopt Resolution No. 2020-04, authorizing the Fire Chief (or his designee) to take any action necessary and appropriate to respond to the Local Emergency, including the procurement of any necessary equipment, services and supplies, waiving the requirement in the Purchasing policy as necessary.

Meeks Bay Fire Protection District



# RESOLUTION

## of the Board of Directors

No: 2020-04

**A RESOLUTION OF MEEKS BAY FIRE PROTECTION DISTRICT  
DECLARING A LOCAL EMERGENCY IN ORDER TO  
RESPOND TO THE COVID-19 INFECTIOUS DISEASE OUTBREAK**

**WHEREAS**, a novel coronavirus, COVID-19, which causes infectious disease was first detected in Wuhan City, Hubei Province, China in December 2019. Symptoms of COVID-19 include fever, cough, and shortness of breath; outcomes have ranged from mild to severe illness, and in some cases death. The Centers for Disease Control and Prevention (CDC) considers the virus to be a very serious public health threat; and

**WHEREAS**, on March 3, 2020, Placer County declared a local health emergency for conditions caused by COVID-19; and

**WHEREAS**, on March 4, 2020, California Governor Newsom declared a state of emergency for conditions caused by COVID-19; and

**WHEREAS**, on March 11, 2020, the World Health Organization declared COVID-19 a global pandemic; and

**WHEREAS**, as of April 22, 2020, there have been numerous, confirmed COVID-19 cases in California which have resulted in mild to severe illness and sometimes death; and

**WHEREAS**, the above-described conditions are a threat to public health and safety of the north and west shores of Lake Tahoe and create conditions of extreme peril to the safety of persons and property within the District's service area, which are, or are likely to be, beyond the control of the services, personnel, equipment and facilities of the District; and

**WHEREAS**, Meeks Bay Fire Protection District ("District") is engaged in the fire protection and emergency medical services to protect the public; and

**WHEREAS**, the District's fire protection and emergency medical services are essential to the health and safety of the north and west shores of the Lake Tahoe community; and

**WHEREAS**, these conditions warrant and necessitate that the District proclaim the existence or threatened existence of a Local Emergency in order to utilize all resources necessary to respond to the impacts of the Local Emergency; and

**WHEREAS**, immediate action is required to respond to the Local Emergency including action to procure equipment, services and supplies, maintain the health and safety of District employees, minimize the impact of the COVID-19 outbreak in the community, and provide critical fire protection and emergency medical services.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS THAT:**

1. This Resolution of the Local Emergency invokes in the District's service area all of the powers and mechanisms set forth in California laws, statutes, rules and regulations and the District's Administrative Code to be used by authorized personnel of this District and North Tahoe Fire Protection District to respond to the Local Emergency; and
2. The COVID-19 Risk Minimization and Outbreak Response Plan (the "Plan") (consisting of Memorandum Nos. 20-29 and 20-30) is adopted by the District. The specific objectives of the Plan are to: a) identify precautionary measures that District employees can implement to best protect themselves and each other against contracting and spreading COVID-19; and b) maintain critical operations of the District if COVID-19 becomes established on the north and/or west shores of Lake Tahoe. A copy of the Plan is attached and incorporated by this reference; and
3. The Fire Chief (or his designee) of the District is authorized and directed to take any action necessary and appropriate to respond to the Local Emergency including the procurement of any necessary equipment, services and supplies, waiving the requirement in the Purchasing policy (#233) as necessary; and
4. The Fire Chief (or his designee) is authorized to approve expenditures to procure equipment, services and supplies necessary to respond to the Local Emergency, maintain the health and safety of District employees and minimize the impact of the COVID-19 outbreak in the community; and
5. At each Board of Directors meeting following this declaration of the Local Emergency, the Fire Chief (or his designee) shall report to the Board on the District's response to the Local Emergency including any expenditures; and
6. This Resolution of the Local Emergency shall be effective immediately and shall remain in effect until terminated by the Board of Directors.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MEEKS BAY FIRE PROTECTION DISTRICT OF THE COUNTY OF EL DORADO AT A REGULAR MEETING OF THE BOARD, HELD ON THE 20<sup>th</sup> DAY OF May, 2020 BY THE FOLLOWING VOTE OF SAID BOARD:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

\_\_\_\_\_  
PRESIDENT, BOARD OF DIRECTORS

BY: Edward I Miller

I CERTIFY THAT THE FOREGOING IS A CORRECT COPY OF A RESOLUTION DULY ADOPTED BY SAID BOARD OF DIRECTORS ON THE DATE THEREIN SET FORTH.

\_\_\_\_\_  
CLERK OF THE BOARD OF DIRECTORS

BY: Shawn R. Crawford



**North Tahoe and Meeks Bay Fire Protection Districts**



---

**Memorandum**

**#20-29**

**STATION and PERSONNEL DIRECTIVES  
REVISED 05/12/2020**

**\* DENOTES CHANGES TO PREVIOUS VERSION**

**To: All Personnel**  
**From: Michael Schwartz, Fire Chief**  
**Re: District's Response to Executive Order N-25-20 State of Emergency to Exist in California as a Result of the Threat of COVID-19**  
**Date: May 12, 2020**

---

The following directives are effective immediately and per policy may remain in place up to a year unless modified by the Fire Chief.

**DIRECTIVES:**

1. \*All stations, including administrative offices and shop, are closed to the public and outside visitors (including family and friends) until further notice. With Chief Officer approval, outside contractors may be allowed access providing proper PPE is worn. No classes or tours will be conducted. This includes riders on apparatus.
2. Safety personnel have been fit tested and issued a personal N95 respirator. The N95 shall be worn on incidents. These will be reused until grossly contaminated or damaged. Notify your Captain for a replacement.
3. \*All personnel shall wear a mask or face covering over their mouth and nose while in the fire station when more than one person is in a room and when in public. When training outside or in the bays with doors open and appropriate social distancing practices can be met, a facial covering is not required.
4. What style mask or face covering will I need to wear?
  - *Safety personnel: "fitted" N95 mask for use on calls; "non-fitted" N95 masks for station living.*
  - *Admin / Prevention / Fleet / Facilities personnel: "fitted" N95 mask unless it is too uncomfortable, then they may use "non-fitted" N95 mask.*
  - *Personnel may alternatively utilize cloth coverings such as a scarf, buff, or homemade masks. This does not apply to emergency calls.*

Do I need to wear the mask when I am by myself, working out, cooking, or eating?

- You may remove the mask when you find you are not in a communal working/living environment.
  - You may remove the mask during workouts as long as only one person is in the workout area.
  - You must wear a mask while cooking (even if alone in the kitchen).
  - When eating meals, remove your mask and maintain social distance or choose different times to eat.
5. Every effort shall be made to keep personnel from moving between stations.
  6. \*Internal and external trainings / meetings must be authorized by a Chief Officer. This Chief Officer authorization may include critical activities to maintain the work force of the District including hiring or human resources related matters. As practical, keep social distance of six feet from all people inside and outside the station.
  7. Personnel should maintain clean uniforms at all times. If you have been exposed to a person exhibiting flu-like symptoms, wash your uniform and decon station boots after contact. Remember, to wipe down badges, name tags, and other pins, etc. Consider taking an extra uniform on transfers.
  8. Complete a full decon wipe down of the cabs, back of medics, first out utilities, and stations at the beginning of every shift and after every call. COVID-19 can last on surfaces for maybe hours. Stations and high-contact surfaces should be cleaned a minimum of twice a day.
  9. Prevention: All plan checks will be conducted electronically; inspections will be evaluated on a case by case basis.
  10. Supervisors will complete a health check for each employee as they arrive for work and document findings on the COVID-19 Employee Screening form in FireManager. This will be done daily for all employees. Personnel shall not fill out their own form.
  11. \*If you cover another station out of district, do not enter the station / bays. For extenuating circumstances, contact your BC. For in-district coverage, when in the station / bays, staff must wear a face covering.
  12. The District has decided to save PPE in the event there is a shortage. If the used PPE needs to be utilized at a later time, it will be cleaned or autoclaved following the CDC guidelines.
    - a. PPE that will be saved includes gowns, goggles/glasses, masks and booties, including damaged items.
    - b. PPE used on a patient will not be saved.
    - c. Do not save grossly contaminated PPE or PPE worn for patient care with respiratory illness that is consistent with COVID-19.
    - d. Store used PPE in a sealed black trash bag with the employee's name and date written on outside of bag on 2" white medical tape. Place the plastic bag in a cardboard box, labeled "USED PPE" in the annex at Station 56 and exterior sheds at Stations 51, 52 and 67.
  13. **If you're sick, stay home.** Supervisors should inquire how their personnel are feeling at the beginning of each shift. Captains and supervisors *must* send home personnel who exhibit flu-like signs or symptoms, including, but not limited to a fever over 100.4, persistent cough, and/or upper respiratory illness.

Personnel on duty who believe they or a co-worker are sick should immediately report these concerns to their direct supervisor. If personnel are uncomfortable reporting to their direct supervisor, they should notify their BC, Administrative Assistant Kelly McElravey, or Director of Finance and Administration Kim Eason.

    - To return to work after being off work due any of these symptoms, the employee must be cleared by TFH Occupational Health 530.582.3584.

14. Any employee that has traveled by air, domestically or internationally MUST call Sue McMullen, TFH Occupational Health at 530.582.3584. She will have screening questions and will provide a return to work date based on current CDC and local guidelines. Contact your Chief Officer or Director, to determine whether you can work from home or will be placed on paid leave (Sick, VAC / CTO).
15. Any questions related to COVID-19 symptoms or for more information on when to seek care, contact the Tahoe Forest Health System COVID-19 Employee Hotline at 530.582.3450.

### **Additional Best Practices**

Consistent with existing practices, station living quarters should be cleaned between each shift. Common contact surfaces should be disinfected regularly. During a contagious illness outbreak, disinfect surfaces a minimum of twice per shift. Examples of common contact surfaces include doorknobs, keyboards, toilet handles, and faucets.

Use the following steps when cleaning the stations, apparatus, and equipment:

1. All station surfaces shall be wiped down using disinfectant solution or disinfecting wipes.
2. Floors shall be mopped using disinfectant solution or bleach and warm water.
3. All surfaces of apparatus cabs and ambulance boxes shall be wiped down using disinfectant solution and allowed to air dry, including all items and surfaces crew members may have come in contact with (seats, handles, radios, SCBAs, etc).
4. All diagnostic and medical equipment shall be wiped clean using disinfectant solution or disinfecting wipes.
5. Gyms / Fitness Equipment
  - a. Turn on fan(s) / open window(s). Use disinfectant spray / wipes provided specifically for the fitness rooms. See email from Lockhart for specific cleaning of all fitness areas. Note, the Simple Green that is used to clean kitchens and bathrooms has no disinfectant properties and should not be used.
  - b. Do not use any other cleaning products on the fitness equipment including plates/bars, treadmill / rowers, etc., due to degradation of the rubber, cables, and mechanisms.
6. Bedding: The off-going shift will place all fitted bed sheets in the washer at shift exchange. The oncoming shift will place clean sheets on beds.
  - a. All employees must place their own bed sheet over the fitted sheet.
7. When appropriate, create air circulation in shared spaces (window open, fan on, door open, etc).
8. All vehicles will be stocked with disinfectant, hand sanitizer, and gloves. Wear gloves when fueling vehicles.
9. Use one computer workstation when possible. If shared, disinfect between uses.
10. Wash contaminated or potentially contaminated clothing at work.
11. Recommended practice: Shower and change into clean civilian clothes before leaving work.
12. Maintain social distancing on duty and off duty.
13. Do not reuse the same mask worn in the station in the home environment.
14. Do not accept donated food from outside sources.

### **Lexipol policies covering public safety disease prevention:**

- 900 Illness and Injury Prevention Program
- 903 Communicable Diseases
- 909 Respiratory Protection
- 613 Respiratory Protection Training



**North Tahoe and Meeks Bay Fire Protection Districts**



---

**Memorandum**

**#20-30**

**INCIDENT DIRECTIVES**

**Revised April 6, 2020**

**To: All Personnel**

**From: Michael Schwartz, Fire Chief**

**Re: District's Response to Executive Order N-25-20 State of Emergency to Exist in California as a Result of the Threat of COVID-19**

**Date: April 6, 2020**

---

The following directives are effective immediately and per policy may remain in place up to a year unless modified by the Fire Chief. Should you have any questions, contact your direct supervisor.

**DIRECTIVES:**

GVECC will screen the following chief complaints: breathing problems, sick person, and other respiratory-type illness.

Call-Taker to ask the following questions:

1. Are you or someone in your household currently on home isolation or quarantine for coronavirus?
2. Do you currently have any respiratory symptoms such as cough, fever or difficulty breathing?

If the answer is **yes** to one or both of these questions, the Dispatcher will advise responding units with the simple phrase of "**PPE Alert**".

When the "**PPE Alert**" is provided by the ECC, don the following PPE prior to making patient contact:

- N95 Mask
- Goggles or face shield that fully covers the front and sides of the face
- Disposable Isolation Gown
- Gloves

Use your judgment to determine if the patient has signs or symptoms of COVID-19. According to recent studies, COVID-19 symptoms include cough (68%), fever (44%), fatigue (38%), sputum production (34%), shortness of breath (19%), sore throat (14%), headache (14%), and other respiratory symptoms. You should have a high suspicion of needing PPE even if a PPE Alert was not given by GVECC.

## Patient Assessment:

- All personnel will be issued their own N95 mask to be worn on **all** calls. These will be reused for as long as possible, until grossly contaminated or damaged. Notify your Captain if you need a replacement.
- One crew member will do the initial assessment from 6 feet away on all calls even if a PPE alert was not given. If the crew member suspects a respiratory illness, remove yourself from the scene and put on the remaining PPE. Use your best judgement if you need a new N95 before patient care is resumed.
- If possible, have the patient walk outside.
- A **surgical face mask (not an N95)**, or non-rebreather mask, **shall** be given to a patient with any complaint prior to performing patient assessment and committing more personnel. All patients will be transported wearing either a surgical mask or a NRB.
- When possible, have the patient put on gloves to decrease the chance of contaminating medical equipment and the gurney.
- Involve the fewest number of the crew required.
- Non-transporting crew members must call the on-duty BC prior to returning to quarters.
- After completing patient care, and before entering the cab for transport, the driver should remove the face shield/goggles, gown, and gloves. The gloves will be thrown away but all the other PPE will be stored in a plastic bag for storage at the station. Do not save the PPE if it is grossly contaminated or has been used to treat a patient with a possible respiratory illness. Perform hand hygiene. The plexiglass in the ambulances is not air tight so N95 masks must be worn during transport.
- We should not transport anyone but the patient. Exceptions can be made if the patient is a minor or has other personal needs. Explain to the rider that they may not be able to remain with the patient at the hospital and they must wear a surgical face mask during transport.
- Turn on the patient compartment vent and open a front window in the cab. Do not recirculate any air.
- Notify the ER that you are enroute with a patient with “flu like” or “respiratory symptoms”. TFH will provide a designated room for these patients.
- SSV guidelines stress personnel should exercise caution if an aerosol-generating procedure (BVM ventilation, oropharyngeal suctioning, endotracheal intubation, nebulizer treatment, CPAP, etc.) is necessary. Notify the receiving hospital and obtain guidance whether to continue, discontinue, or complete the procedure. Adequately document any order to stop an aerosol-generating procedure. All PPE must be worn while performing any of the above procedures.
- Following the call, the transporting crew will:
  - Leave the rear doors open to allow sufficient air changes while transferring care to the ER staff.
  - Open both windows in the cab to allow sufficient air changes.
  - Meet with the ER physician to discuss any potential exposure the crew had while on scene and during transport. Ask if the patient will be tested for COVID-19.
  - Call the on-duty BC for direction **PRIOR** to going available with GVECC.
  - Thoroughly decontaminate the medic unit - patient compartment and cab as described in Lexipol Policy 903.

## Arrival at the Hospital:

- All receiving hospitals expect NTF personnel and patients to be wearing face masks while inside the hospital regardless of the patient complaint.



---

## PURCHASING POLICY

### 233.1 PURPOSE AND SCOPE

It is the purpose of this policy to provide guidelines for purchasing.

### 233.2 POLICY

It is the policy of the North Tahoe Fire Protection District to reduce total costs associated with the acquisition and management of materials, supplies, equipment and services by purchasing competitively and wisely.

### 233.3 PROCEDURE

(a) Purchasing Guidelines

1. Petty Cash
  - Purchases with petty cash should be avoided if possible. It is understood by the District that from time to time the use of petty cash is necessary in the conduct of business. Petty cash reimbursements will be made by the Admin. Asst. only when a receipt with a description and Chief Officer signature are submitted.
2. General Purchasing
  - All purchases not covered in sections 3 through 6 require prior approval by a Chief Officer either verbally or on a written purchase order.
3. Purchases from \$500.01 to \$1,000.00 except on Open Accounts
  - Purchase order with Chief Officer signature required.
  - Three (3) documented, verbal quotes are required.
4. Budgeted Purchases from \$1,000.01 to \$9,999.99
  - Purchase order with Chief Officer signature required.
  - Three (3) written quotes required for budgeted items.
5. Non-budgeted Purchases \$1,000.00 and over
  - Purchase order with Chief Officer signature required.
  - Three (3) written quotes required.
  - Board approval required.
6. Budgeted Purchases \$10,000.00 and over
  - Three (3) written quotes required
  - Purchase order with Chief Officer signature required.

# North Tahoe and Meeks Bay FPD

North Tahoe and Meeks Bay FPD Fire Policy Manual

## *PURCHASING POLICY*

---

7. Required quotes may only be waived due to "sole source" availability or less than three available vendors, upon determination of the Fire Chief.

ORDINANCE 1-2009 of the NORTH TAHOE FIRE PROTECTION DISTRICT an Ordinance Adopting Purchasing Policies/Procedures for Special Services shall govern purchases for the following types of vendors: professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms; services and advice in financial, economic, accounting, legal, or administrative matters.

California Public Contracts Code Section 20812 requires that Fire Protection District contracts for Special Services incidental to operation of the District, valued over \$25,000 shall be contracted for and let to the lowest responsible bidder. If two or more bids are the same and the lowest, the District board may accept the one it chooses. Special Services contracts shall be with persons specially trained, experienced, expert, and competent to perform the special services. The special services shall be limited to the fields of ambulance, custodial, insurance, labor relations, maintenance, mechanics, medicine, planning, science, technology, and other services that are incidental to the operation of the District.

California Public Contracts Code Section 20813 requires that Fire Protection District contracts for construction of any building or improvement, valued over \$10,000, be contracted for and let to the "lowest responsible bidder".

Per both special services contracts and construction contracts that require letting to the "lowest responsible bidder," notice inviting bids shall be published at least twice in the Sierra Sun, not less than 5 days apart, with such notice to be given not less than 10 days prior to the date for bid opening. The notice shall distinctly state the work to be done. Sealed bids received by the bid opening date will be considered.

The Board may reject any bid. If the Board rejects all bids, it may either readvertise or adopt a resolution, by two-thirds vote, declaring that the service can be performed more economically by the district's employees or obtained at a lower price in the open market.

Upon adoption of the resolution, the District board may undertake the service contract without further complying with this section.

If no bids are received, the District Board may undertake the service contract without further complying with this section.

In determining the successful bidder, in addition to price, the Board may reasonably consider the bidder's ability timely to perform; ability and reputation for post-sale service and warranty work, access to, availability and timeliness of parts supply; past experience with the bidder; applicable special training, experience, expert ability, and competence to perform the contracted special services; and any other element reasonably encompassed in evaluation of the bid and within the ambit of selection of the lowest "responsible" bid.

# North Tahoe and Meeks Bay FPD

North Tahoe and Meeks Bay FPD Fire Policy Manual

## *PURCHASING POLICY*

---

- (a) Purchase Request Procedure
  - 1. Submit completed "Purchase Order" to the appropriate Chief Officer for processing.
- (b) Purchase Order Procedures
  - 1. Purchase Orders or purchase order numbers are obtained from a Chief Officer. The completed Purchase Order must include the vendor's name and address, items to be purchased, total cost of the items, and the date to be delivered. An account code will be established by the Chief Officer.
- (c) Upon arrival of purchased items, the packing slip will be checked by the employee initiating the order to ensure that items match the Purchase Order. The packing slip will be initialed, dated and forwarded to the Finance Office for processing.
- (d) Purchase Orders have 3 parts to be distributed as follows:
  - 1. Original copy to the vendor, if requested.
  - 2. Second copy to the Finance Office attached to the packing slip.
  - 3. Third copy to be retained by ordering party.
- (e) The invoice and packing slip are checked by the Finance Office for pricing accuracy and payment. If discrepancies are identified the person who generated the original order will be contacted. The person generating the original order will be responsible for rectifying the discrepancy.