



SPECIAL NOTICE 20-013

DATE: March 16, 2020
TO: All Admin Personnel
FROM: Bryan Collins, Fire Chief
RE: Message from the Chief – COVID-19

All,

As we discussed last week and in accordance with CDC and State of Washington directives effective tomorrow morning the remainder of our administrative staff (supervisors and directors) will be working remotely whenever possible. While I am hopeful that none of our staff has come into contact with the Coronavirus, this is necessary as we are obligated to do our part in helping contain the spread of the virus through social distancing. We will be evaluating this arrangement on a week to week basis and our decision will be discussed and shared at our regular staff meeting that will still occur each Tuesday via phone. If and when the situation changes supervisors will provide additional direction on timing, how to proceed etc.

We are in unprecedented times, and taking this precaution will help ensure we keep ourselves safe, avoid infection and maintain our ability to continue serving our firefighters and the public. You are not prohibited from going to the administrative building office but you should only do so if absolutely necessary or essential to our mission.

I have asked supervisors to please maintain daily communication with each of you and that effort should be reciprocal. We will continue to provide support necessary to our employees, knowing that we want you to be safe and ready to return to do your job when the conditions change.

We are committed to keeping our employees whole during this process including the ability to use leave if you see fit. Please arrange any requested leave through your normal approval process.

I urge all of you to keep yourselves healthy. Good nutrition, hydration, adequate rest and sleep, and mental wellbeing is very important. In the coming weeks if we are faced with the unfortunate circumstance that one of you has become infected, rest assured that we will do everything we can to assure you receive the care, testing, support, you and your family needs to overcome this.

There are many moving parts to this pandemic, and the communication and planning between the various involved agencies is still very much evolving. Each day brings new layers of structure, management, reporting, information, and so on. Know that your Chief Officer staff is

involved at the local, regional, state, and federal levels and is engaged in the effort to our full extent. As we attend meetings (mostly virtual as we move forward) we will share the important items with you that we ascertain. IT staff is working now on a “SharePoint” solution that will allow those of us with important information to share that in a real time environment for you to read. Details about how to access that will be forthcoming very soon. IT has also created a group of tools within ESRI ARC GIS that you will find useful. It contains several graphic “dashboard views” of relevant information. They will be adding views as they are developed or as we request. Here is the link to that information:

<https://svfd.maps.arcgis.com/home/group.html?id=b703099b872e40edae09093aa6a152b0#overview> if prompted enter your SVFD network login user and pass.

Lastly, the Board of Fire Commissioners, your firefighters, and I **thank you** all for your understanding and flexibility during this unprecedented time. We appreciate your hard work and dedication in seeing that we come through this crisis in a manner that we can all be proud of and only makes us stronger as we move into the future.

Be safe, and please take care!
Chief Collins