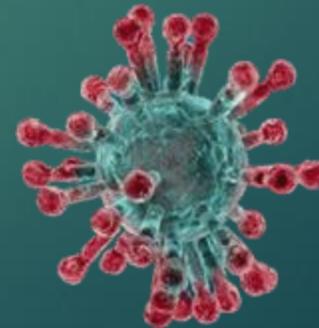
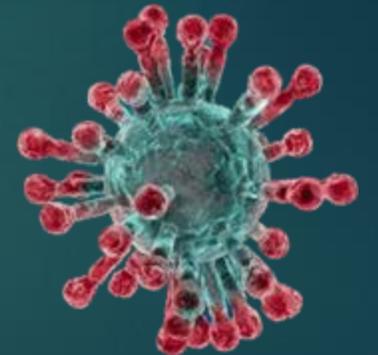
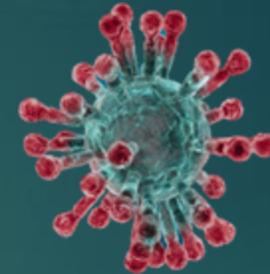


Town Council Workshop Town Response to COVID-19 Pandemic

TUESDAY, APRIL 14, 2020



Town Response to COVID-19

- ▶ Town Manager
- ▶ Fire Department
- ▶ Police Department
- ▶ Public Works
- ▶ Water Resources
- ▶ Planning and Code Enforcement
- ▶ Legal
- ▶ Finance
- ▶ Action Steps

Town Manager's Office

➤ Town Manager Selena Coffey

▶ Operational Response:

- ▶ Guidance to departments regarding safety and operations protocols
- ▶ Closure of Town-owned buildings and park facilities
- ▶ Suspension of water disconnections Implementation of temporary advance sick leave policy and new federal leave benefits
- ▶ Implementation of Emergency Telework Policy and coordination of administrative staff working remotely where possible
- ▶ Communication to public via social media, website, e-Focus updates
- ▶ Submission of regular Situation Reports to the Emergency Operations Center (EOC)
- ▶ Regular interaction with municipal managers and county administration

▶ Ongoing Operations:

- ▶ Participation in Buncombe County Joint Information Center (JIC), EPI-Team, and Emergency Operations Command (EOC)
- ▶ Continued on-site and remote work
- ▶ Development and implementation of employee-related federal policies
- ▶ Continued strategy development to facilitate maximum Town operations and services
- ▶ Development and implementation of the Weaverville Small-Town-Strong Initiative and other strategies to help "reboot" local economy
- ▶ Development and revisions to proposed budget in light of COVID-19 considerations

Weaverville Fire Department

➤ Chief Ted Williams

▶ Operational Response:

- ▶ Dispatch protocol revisions for sick calls
- ▶ Normal to reduced call volume
- ▶ Increased cleaning of the station and apparatus
- ▶ Personnel monitoring temperatures twice per shift
- ▶ PPE supplies ordered but some on backorder
- ▶ Part of command staff within the EOC (Emergency Operations Center) since open

▶ Ongoing Operations:

- ▶ Working within our normal supply chains as well as through the EOC to procure the PPE that may be needed based on predictions
- ▶ Staying abreast of the constant guidance changes through CDC and local medical control for how we are to respond and what PPE is to be worn based on call dynamics
- ▶ Continue to function within the EOC to assist with response planning and provide timely information back to the manager
- ▶ Serving as FEMA applicant's agent for disaster recovery

Weaverville Police Department

➤ Chief Ron Davis

▶ Operational Response:

- ▶ Personnel self-monitoring of temperatures at shift change and increased cleaning protocols for department/patrol cars and equipment
- ▶ Limiting normal proactive and public-engaging activities, only responding to the most urgent public safety needs
- ▶ Addressing routine calls and reports by phone or other non-contact solutions
- ▶ Procured N95 masks and fit tested all officers as required
- ▶ Number of calls are near normal; some reduction in crimes such as larceny
- ▶ Additional patrols of closed businesses or those with modified hours
- ▶ Additional patrols at closed Town parks and buildings

▶ Ongoing Operations:

- ▶ Adding reserve officers in preparation for need
- ▶ Assisting with meal site at Weaverville Elementary School

Public Works Department

➤ Public Works Director Dale Pennell

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▶ Operational Response:

- ▶ Self-monitoring of staff temperatures each morning and evening
- ▶ Sanitizing building's interiors twice daily
- ▶ Utilizing extra vehicles where possible to transport personnel to lessen in-vehicle contact
- ▶ Routine social distancing, use of masks as necessary, and hand washing and sanitizer

▶ Ongoing Operations:

- ▶ Decreased public activity allowing for increased work on projects
- ▶ All public services continue, including garbage pickup, water production and maintenance, brush and yard debris collection, water meter reading, 811 utility responses, mowing in parks and road shoulders
- ▶ Garbage collections up from approximately 7 tons daily to 12.5 tons daily

Water Resources

➤ Water Superintendent Trent Duncan

▶ Operational Response:

- ▶ Personnel self-monitoring of temperatures each morning and evening
- ▶ Sanitizing building's interiors multiple times daily
- ▶ Practicing social distancing measures in house and in the field

▶ Ongoing Operations:

- ▶ Adjusted run schedules to provide water supply as needed to the Town while practicing social distancing in the plant
- ▶ Networking with all departments electronically to uphold the Town's high level of service
- ▶ Delayed all contractors for current onsite projects and have limited deliveries to essential products

Planning and Code Enforcement

➤ Planning Director James Eller

▶ Operational Response:

- ▶ Applications accepted via electronic submittal
- ▶ Site inspections performed within social distancing guidelines
- ▶ Zoning and sign permits issued electronically
- ▶ Enforcement visits addressed within social distancing guidelines

▶ Ongoing Operations:

- ▶ Educating the development community
- ▶ Providing services for developers and property owners if services can be addressed electronically or via telephone

Legal

➤ Town Attorney Jennifer Jackson

▶ Operational Response:

- ▶ Review and analysis of federal, state and local emergency declarations
- ▶ Develop Emergency Telework Policy
- ▶ Develop remote electronic meetings rules in compliance with Open Meetings Law
- ▶ Compliance with Families First Coronavirus Response Act
 - ▶ Guidance Documents
 - ▶ Assistance with Leave Requests
- ▶ Develop Supplemental Safety Rules related to COVID-19
- ▶ ABC – Store Security, Liquor Buyback Policy, Operational Changes

▶ Ongoing Operations:

- ▶ Staying up-to-date with governmental briefings and SOG/NCLM postings
- ▶ Compliance with federal, state, and local laws, rules, and regulations
- ▶ Priority to COVID-19 Related Requests
- ▶ Normal support to departments
- ▶ Continued work on larger projects

Finance

➤ Finance Director Tonya Dozier

▶ Operational Response:

- ▶ Benefit-related issues
- ▶ Increases in use of online payment system
- ▶ Installation of additional drop box at front of Town Hall
- ▶ Suspension of water disconnections and late fees for non-payment
- ▶ In compliance with LGC regulations, reduced frequency of bank visits

▶ Ongoing Operations:

- ▶ Tracking all COVID-19 related expenses for possible reimbursement
- ▶ Monitoring any COVID-19 related employee leave requests
- ▶ Payment plans for large water balances
- ▶ Forecasting effects on next fiscal year revenues
- ▶ Managing finance staff that is working remotely

Action

- ▶ Resolution Designating FEMA Applicant's Agent
- ▶ Resolution re Special Rules for Remote Electronic Meetings