



**Board of Fire Commissioners Special Meeting  
Station 16  
Monday, March 16, 2020 @ 4:00pm**

**Minutes**

1. Commissioner Shafer called the meeting to order at 4pm.
2. Commissioners present: Burrell, Clarkson, Shafer, Tuttle, Vandusen. Absent: None
3. The Pledge of Allegiance was given.
4. Motion by Ryan Burrell to review draft Standard Operating Procedure (SOP) for CJFD responders in situations where there is a perceived or known risk of Novel Coronavirus/COVID-19 infection was seconded by John Clarkson and carried. Discussion about the draft SOP ensued.
5. Motion to Brian Vandusen to redraft the SOP with agreed upon changes and then adopt it was seconded by Chet Tuttle and carried.
6. Visitor's Comments: None received
7. Motion by Brian Vandusen to adjourn the meeting was seconded by Ryan Burrell and carried. The meeting was adjourned at 5:10pm.

Respectfully submitted,

David Shafer, Chairman  
CJFD Board of Fire Commissioners