

**Date:** 9<sup>th</sup> February 2021

**Venue:** MS Teams

**Time:** 0800-0820

**Attendees:** Glenn Thompson, Tom Kiel, Dave Woon, William Pike, Jeff Maunder, Mike Balmer, Phil Marsh, Darrin Woods, Alan Collett, Katie Shaw, Kim Wright

**Apologies:** Jason Hill, Kate Hill, Harry Howard

**Minutes:** Daniel Jones

## Action Points:

Action Point #	Description	Responsibility	Update Timeframe
19.01.1	Glenn Thompson will raise with Charlie Lott the need for national guidance on APRs.	Glenn Thompson	Next Meeting
26.01.1	SDCC will raise the accessibility of COVID information on Portal with tech writers	Glenn Thompson	Next Meeting
09.02.1	Region Leads, Unions & Associations will confirm details are correct for the establishment of an AMS group/	Region Leads & Unions/Associations	Next Meeting

## Update from SDCC – Glenn Thompson

- On Saturday an update was sent out about the Hamilton case related to the Pullman hotel. This information was provided to Jeff Maunder immediately as a notification for the region concerned.
- The Ministry of Health was reluctant to provide an address point immediately, as the individual had already been moved, and to for privacy concerns. When cases arise, FENZ will continue to push the Ministry of Health for further information, and this is a known issue for information flow.
- The case on Saturday is considered a historical case and isn't infectious. They have been discharged from the Jet Park Quarantine facility already. Genomic sequencing was inconclusive, and is being run again today. Close contacts have returned negative tests.
- As discussed in previous meetings, the vaccination strategy has devised a number of groups for prioritisation. Fire and Emergency sits in group 2, with group 1 consisting of organisations working on the border and MIQ facilities. A communications meeting occurred with all organisations in group 1, and Fire and Emergency was invited for context. Currently communications are tailored to the group 1 audience, but a wider communications

campaign is being planned, which has been discussed between Fire and Emergency and the Ministry of Health.

- A spreadsheet will be sent out to this group, region leads must confirm the details contained are correct for the SDCC AMS group to be established. This will only be used for notifications, not for day to day messaging.

**ACTION POINT 09.02.1 – Region Leads, Unions & Associations will confirm details are correct for the establishment of an AMS group.**

- This is Daniel's last week at Fire and Emergency. Glenn is talking with Business Services about support for the SDCC and this group going forwards.

**Update from Tom Kiel**

- Clarification has been provided by MBIE about changes to the MIQ COVID testing process. This allows for Fire and Emergency to make formal policy changes, while previously we had only been advised informally.
- Changes to the testing procedure have been approved, and are going to be published soon.
- Three publications will be going out, one to unions/associations, one as a national notice highlighting changes, and one to Area Commanders/Assistant Area Commanders/Principal Rural Fire Officers/Deputy Principal Rural Fire Officers. This should provide clarification to a number of issues, such as HR considerations and reinforcing that there is no requirement to self-isolate.
- This will likely be published today.

**Update from Te Hiku – Dave Woon/William Pike**

- It was questioned whether unions/associations would be included in the information loop about testing changes, and clarified that they are getting information directly, but separate to the wider notice going to the organisation. They will also receive a copy of the instructions from MBIE regarding changes.

**Update from Nga Tai Ki Te Puku – Jeff Maunder**

- No major updates

**Update from Te Upoko**

- No representative present, but no issues raised prior to the meeting.

#### **Update from Te Ihu – Mike Balmer**

- Regarding the checkpoint procedure, it should be clearly identified that there will be a lane for essential services which police will not stop when moving through, and this is where Fire and Emergency appliances should be going through. Some other tweaks will be made to this paper, and it will be distributed further soon.

#### **Update from Te Kei – Phil Marsh**

- No major updates

#### **Update from Darrin Woods (RPA)**

- No major updates

#### **Update from Kim Wright (Workforce Capability Training)**

- No major updates

#### **Update from Katie Shaw (Safety, Health & Wellbeing)**

- No major updates

#### **Update from Alan Collett (NZPFU)**

- No major updates

#### **Update from Aaron Waterreus (CCMG)**

- CCMG is working on ongoing business continuity planning, with a focus on operating in a non-electronic setting.

Meeting close: 0820

**Next Meeting: 0800 Tuesday 16/02/2021**

## Lesson observations forms

Link to coordination centres lesson observations form

[https://forms.office.com/Pages/ResponsePage.aspx?id=pX8\\_-](https://forms.office.com/Pages/ResponsePage.aspx?id=pX8_-)

[1gNx0GqJPcLmylgxuPVTPK2LPIEo6UIjSu2bRBUQTRMVEQyVUFPUew3UNZSVI3S1NRFJINIqIQCN0P](https://forms.office.com/Pages/ResponsePage.aspx?id=pX8_-1gNx0GqJPcLmylgxuPVTPK2LPIEo6UIjSu2bRBUQTRMVEQyVUFPUew3UNZSVI3S1NRFJINIqIQCN0P)



### Closed Action Points:

Action Point #	Description	Responsibility	Status
19.08.1	Craig will ensure FENZ are included on the MoH essential workers list to smooth passage through police checkpoints	Craig Gold	Closed
20.08.1	SDCC will consider suggested changes to station functions in SDPPP	SDCC	Closed
18.08.1	Craig will contact Cam Grylls about plastic sheets for non-ventilated CPR.	Craig Gold	Closed
03.09.1	Jason will distribute suggested amendment to SDPPP (Level 2) 1.3 for feedback	Jason	Closed
08.09.1	SDCC will distribute wording for handling of sensitive information for region leads feedback. Ian will determine SDLT requirement to promulgate this	Jason/Ian	Closed
10.09.1	Region leads and union representatives will review the high risk individuals document and suggest changes	All region leads and union representatives	Closed
10.09.2	Kate will investigate FENZ COVID testing at MIQ facilities	Kate Hill	Merged with 15.09.2
15.09.1	Katie will revise wording on safe at work entries and when they should be submitted for MIQ visits.	Katie Shaw	Closed

17.09.2	Ian will distribute information about the short cuff gloves discussion to region leads	Ian Duncan	Closed
22.09.01	Reword SDPPP- Training 6.1 from Kim, and 1.3 'in June' , feedback by email	Ian	Closed
22.09.02	Purple calls at MIQ- clarify MIQ processes, discuss at VC and come back to the group	Katie and Ian	Closed
24.09.02	Determine stance on Purple calls to MIQ facilities.	SDCC	Closed
24.09.1	SDCC will follow up with Rob McMahon about use of APR sets.	SDCC	Closed
29.09.1	Katie will distribute the potential exposure document to the group	Katie Shaw	Closed
03.11.1	Region Leads not present in the 3/11/2020 meeting will be consulted over the removal of COVID questioning	SDCC	Closed
15.09.2	SDCC will run a working group to plan out FENZ testing at MIQ facilities.	SDCC	Closed
10.11.2	SD COVID Response Group will provide feedback for the COVID-like/Flu-like symptoms procedure	Region Leads & Unions/Associations	Closed
17.11.1	SDCC will raise issuing individuals APR canisters with the equipment team	SDCC	Closed
17.11.3	SDCC will investigate whether APR skills maintenance should still be occurring	SDCC	Closed
10.11.3	Kim will distribute suggested Joining Instructions on COVID protocols to the SD COVID Response Group.	Kim Wright	Closed
17.11.2	SDCC will raise COVID measures and contact tracing with the OER team.	SDCC	Closed
24.11.2	SD COVID Response Group will provide feedback on the Exposure at Incidents document	Region Leads & Unions/Associations	Closed

10.11.1	SD COVID Response Group will provide feedback for the COVID-19 risk management document	Region Leads & Unions/Associations	Closed
01.12.1	Region Leads, Unions and Associations will provide 2 <sup>nd</sup> and 3 <sup>rd</sup> points of contact	Region Leads & Unions/Associations	Closed
10.11.1	SD COVID Response Group will provide feedback for the COVID-19 risk management document	Region Leads & Unions/Associations	Closed
24.11.1	SD COVID Response Group will provide feedback on BA mask wash procedure under AL1	Region Leads & Unions/Associations	Closed
08.12.1	Jeff will seek confirmation of Novotel Rotorua becoming a MIF facility	Jeff Maunder	Closed
15.12.1	Region Leads, Unions and Associations will provide feedback on continued use of APRs.	Region Leads & Unions/Associations	Closed
22.12.2	Region Leads, Unions and Associations will provide feedback on the Operational Considerations document	Region Leads & Unions/Associations	Closed
15.12.2	An AMS group will be set up for the SDCC, Region Leads & Unions/Associations for notifications	SDCC	Closed
20.10.1	SDCC will distribute instructions about information handling	Legal	Closed
15.12.3	SDCC will follow up with IT about planned changes to printers nationwide.	SDCC	Closed
22.12.1	Ensure the Napier Ship Fire is entered into Safe@Work	Jason Hill	Closed