

Date: 17th February 2021

Venue: MS Teams

Time: 0800-0900

Attendees Tom Kiel, Dave Woon, William Pike, Jason Hill, Mike Balmer, Phil Marsh, Harry Howard, Darrin Woods, Jeff Maunder, Katie Shaw, Kim Wright, Duncan Henry, Tom Kiel, Alan Collett, Cam Grylls, Kate Hill

Minutes: Morgan Simmonds

Action Point #	Description	Responsibility	Update Timeframe
	Update the SDPPP to clarify actions regarding High Risk Personnel and clarity to who falls into this category <i>Still working through wording regarding High Risk Personnel</i>	JH, AL, CG	In Progress
	Official guidance required through National Capability on APR stance	GT	In Progress
	Further clarification of stance on Career staff that are also volunteers <i>Glenn & Tom to sit down with Region Leads today to workshop through to gain.</i> <i>Action - Kate to organise and send out meeting invite for contingency planning 1:30pm</i>	GT	In Progress
	Further clarification of stance on Volunteers staying on station (West Harbour & Silverdale)	GT	In Progress
	Updated context around Vaccine Roll-out required – Group 1 unchanged – however there is still uncertainty around the scheduling of Group 2 <i>In a holding pattern – waiting on information from MoH</i>	TK	In Progress
	Action Point: Liaise with Communications Team regarding capturing COVID questioning in future	TK	In Progress

	FENZ release (Speak with Comms Team to have the questioning at front door process shared and make public for crews. Reinforcement to be made of this importance, especially with Ambulance crews not conducting.) <i>Next piece of comms will include a reminder</i>		
	Action Point: Te Upoko to bolster some stock levels <i>Actioned by region.</i>	DH	Completed
	Action Point: Work through planning for potential surge of PPE for Te Hiku <i>Actioned by National equipment team</i>	DH	Completed
	Action Point: Seek guidance from SDLT on Area Management involvement at Gold Star functions	TK	In Progress
17.2.1	<i>Share any public information with Region Leads from 0900 MOH meeting so it can be shared with the Organisation</i>	CG	New
17.2.2	<i>Send invite to Region Leads to plan for contingency workshop. Also include AM Murray Binning.</i>	KH	New
17.2.3	<i>Provide further update on Organisational stance regarding attending events.</i>	TK	New

Update from Health Liaison – Cam Grylls

- Nothing further to add from the information Tom shared.
- Seem relaxed at MOH. 0900 & 1600 meetings with MOH today.
- Comms due out to organisation shortly after Ministers briefing at 1630 today.

Update from SDCC – Tom Kiel

- No new cases from community or MIQ facilities.
- Results from yesterday's testing around the country is due in at 0900 this morning.
- Wastewater testing is due in today. So far only contaminated water is showing from Jet Park Hotel.
- Cabinet due to announce to public at 1630 today
- Team continuing to check and update portal page to ensure organisation and crews are getting correct and up to date information.
- Approval from Paul Turner received regarding travel through alert level boundaries. Document to be published this morning.
- Asset PPP's, Property ICT, fleet and equipment reviewed by relevant teams and minor updates made as required.

Update from Te Hiku - Dave Woon/William Pike

Action – Cam/SDCC to share any public information with Region Leads from the 0900 MOH meeting so it can be shared with Organisation.

Action – Kate to send invite to Area Manager Murry Binning for the 1330 meeting this afternoon

Update from Nga Tai Ki Te Puku – Jeff Maunder

- No update

Update from Te Upoko – Jason Hill

- No update

Update from Te Ihu – Mike Balmer

- No update

Update from Te Kei – Phil Marsh

- Update to be provided on Area Managers attending Gold Star and other events (Waterways ect). Some events will struggle to stay under 100pax if we are still in alert level 2.

Action – Tom to provide further update with Organisations stance.

Update from Katie Shaw

- Updated procedure document to open up wording to follow MOH guidelines. Published yesterday afternoon.
- Health monitoring, do we want this available under Alert Level 2? Concerns shared around social distancing. Health Nurses would have to wear masks, spirometry testing and ensuring all equipment is cleaned between appointments. It was noted that Stations receive phone calls before nurse arrives, so up to each station to accept or decline the visit. It was also noted that the Health Nurses provide an extra layer for reassurance for physical and mental health during this time. Any further feedback to be emailed to Katie Shaw.

Update from Workforce and Capability - Kim Wright

- No transit travel through Auck for Training. Document is going to ELT this morning so this becomes a nation view.
- Contingency planning to take place this morning to decide what is happening with courses running over the weekend and next week.
- Back load of training from last alert level increase has been worked through well. Capacity to attend training courses isn't an issue at the moment.

Update from Alan Collett (NZPFU)

- Covid questioning at front door. Two external ambulance agencies not following a questioning process. This makes it even more important for our crews to follow these questions when arriving at properties. It was discussed that Region Leads also need to be a source to help push/share information and documents within the organisation.

Action – Tom to call and speak with Comms Team to have the questioning at front door process shared and made public for crews.

Update from Darrin Woods (RPA)

- No update

Update from Harry Howard (UFBA)

- No update

Update from Duncan Henry (NCC)

- No update

Meeting close: 0850

Next meeting: 0800 Wednesday 18/02/2021

Lesson observations forms

Link to coordination centers lesson observations form

<https://forms.office.com/Pages/ResponsePage.aspx?id=pX8-1gNx0GqJPcLmylgxuPVTPK2LPIEo6UljSu2bRBUQTRMVEQyVUFPUew3UNZSVI3S1NRFJINiQIQCNOP>



Closed action points (from Dec 2020)

Action Point #	Description	Responsibility	Status
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
20.10.1	SDCC will distribute instructions about information handling	Legal	Next Meeting
15.12.2	An AMS group will be set up for the SDCC, Region Leads & Unions/Associations for notifications	SDCC	Next Meeting
15.12.3	SDCC will follow up with IT about planned changes to printers nationwide.	SDCC	Next Meeting
22.12.1	Ensure the Napier Ship Fire is entered into Safe@Work	Jason Hill	Next Meeting
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
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