

Date: 23rd February 2021

Venue: MS Teams

Time: 0800-0900

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

Minutes: Morgan Simmonds

Action Point	Description	Responsibility	Update Timeframe
23.2.5	Send feedback/wording to Kate regarding 1.4 wording.	All	New
23.2.4	Think about what information collected (Risk assessment) might look like and ready for discussion at next week's meeting	Regions /WFC	New
23.2.3	Get the work for duplicate cards underway.	GT	New
23.2.2	Document and send out lessons learnt/themes.	GT	New
23.2.1	Provide qualifications to the group that Jane Rovins holds.	GT	New
18.2.2	Discuss with Communications Team about getting a representative on these meetings in the future. <i>It was agreed that this is just for a resurgence. Glenn to further discuss with Comms Team.</i>	GT	In Progress
18.2.6	Follow up with Trevor Brown to have points released from internal audit review last year <i>Review changed to a debrief. Points are to be released by Trevor Brown by COP this week. Glenn to follow up in due course.</i>	GT	In Progress
15.12.2	An AMS group will be set up for the SDCC, Region Leads & Unions/Associations for notifications <i>Work ongoing</i>	GT	In Progress
19.1.1	Official guidance required through National Capability on APR stance	GT	In Progress

15.2.6	Further clarification of stance on Volunteers staying on station (West Harbour & Silverdale) Kerry Gregory has made a decision on this - this matter sits at NC level and has come out of this forum	GT	Completed
15.2.7	Updated context around Vaccine Roll-out required – Group 1 unchanged – however there is still uncertainty around the scheduling of Group 2 In a holding pattern – waiting on information from MoH Working currently underway around what happens if people choose not to be vaccinated. Portal page being created with vaccine details, to be launched in due course. MOH has good content around vaccine at this stage.	TK	In Progress
15.2.2	Update the SDPPP to clarify actions regarding High Risk Personnel and clarity to who falls into this category Still working through wording regarding High Risk Personnel Waiting on confirmation from Kerry	JH, AL, CG	In Progress Waiting on confirmation from Kerry
16.2.2	Liaise with Communications Team regarding capturing COVID questioning in future 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.) Next piece of comms will include a reminder Information released in national notice from Kerry yesterday. Region Leads need to ensure this has been shared with crews/organisation. Comcens need to continue COVID questioning while any part of the country is in Alert Level 2.	TK	Completed

Update from SDCC – Glenn Thompson

- Case H previously tested and returned negative test. Friday 19th moved to Jet Park as a precaution. Positive result received since. 125 close contacts recognised within the cluster. Waiting results from medical clinic relating to case C.
- Source investigation scenarios being worked through by MOH. Outbreak source likely to be workplace of case B (Airport).
- Location of interest (Four Points by Sheraton) Being worked through by MOH as potential source of outbreak.

- Wellington boarder workers received vaccine yesterday. Vaccine were successfully administered, and continuation of rollout is ongoing in Auckland and Wellington. Port of Auckland and Christchurch rollout coming. 12,000 front line workers expected to be vaccinated within the next two – three weeks.
- Communications underway with MOH to gain answers and understanding on how many vaccines Fire and Emergency are likely to receive as part of an initial rollout.
- Vaccine portal hub is due to go online this morning after an email from the CE is released. This will also be discussed in the Leaders Update meeting this morning.
- Review following last weeks resurgence is under way by Jane Rovins. Reviewing a number of different documents including a critical review of the resurgence plan and SDCC concept of operations to see if there are any holes. This will be updated post the themes of the lessons learnt. Concerns raised that the review is being undertaken by a non-operation person.

Action – Glenn to provide qualifications to the group that Jane Rovins holds.

- Document review date had lapsed on a few documents, this has now been reviewed and document review dates have been renewed.

Action - Glenn to document and send out lessons learnt/themes.

- AOG rapid review meeting on Thursday to look at components from the response to the data feeding into Episerve and going to MOH/AOG space and looking at lessons that can be identified and learnt. Key item that has come out is regarding the placement of the Auckland boundaries. NEMA were critical of the policy setting of the boundaries. Critical review to be undertaken to make sure the same mistakes don't happen again in the future.
- MIQ facilities are now requiring people to present ID cards. It was agreed that duplicate ID cards should be issued to all crews/persons.

Action – Glenn to get the work for duplicate cards underway.

Update from Te Hiku - Dave Woon/William Pike

- Working with Project Manager on purifying systems at the Pullman. Pullman is starting to be reoccupied.

Note – executive officers attending incidents at MIQ facilities must wear a N95 mask when entering these facilities, not just a generic face covering or hygiene mask

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

- It was discussed that the group would like the review Jane is completing on the two documents to be brought back through this group before any documents are released with recommendations.
- Vaccinations are due to be rolled out on Wednesday (Approx. 800pax due to be vaccinated). FRMO liaison will be a part of the vaccination process.
- Discussion around entry to the MIQ facilities took place. It was agreed that any entry into MIQ facilities should be limited. Any assessments are to be done virtually. This was agreed around the room.

Note – the national stance was that only as a last resort should Risk Reduction activities see our staff enter MIQ facilities. Technological and desktop assessment methods should be used as a preference since Level 4 MIQ facilities effectively are at Alert Level 4 within the confines of that building.

Update from Te Kei – Phil Marsh

- No update

Update from Katie Shaw

- Health monitoring sent out last week. No feedback received.
- Work still being completed on risk assessment and information gathering. There is a need to discuss where this information needs to go once collected.

Action – Regions and Workforce Capability on what this information collected (Risk assessment) might look like.

Update from Workforce and Capability - Kim Wright

- All back on track. All scheduled training underway and working on recovering anything that was lost and fitting people on other courses.
- Work undertaken on safety plans. These plans are due to go to the Leaders Team this week.

Update from Alan Collett (NZPFU)

- Raised concerns regarding the work Jane Rovins is completing on the review of documents.

Update from Darrin Woods (RPA)

- No update

Update from Harry Howard (UFBA)

- No update

Update from Kate Hill (SDCC)

- 1.4 wording (Personal volunteering at vulnerable sites) feedback only received from a couple of people. Points raised that it reads as if you can't do overtime at other stations. Concerns raised about how this is going to affect USAR.

Action – Send feedback/wording to Kate regarding 1.4 wording.

Meeting close: 0920

Lesson observations forms

Link to coordination centers lesson observations form

https://forms.office.com/Pages/ResponsePage.aspx?id=pX8_-1gNx0GqJPcLmylgxuPVTPK2LPIEo6UIjSu2bRBUQTRMVEQyVUFPUew3UNZSVI3S1NRFJINiIQCNOP



Closed action points (from Dec 2020)

Action Point #	Description	Responsibility	Status
18.2.3	Submit details around need for faster messaging out to crews/organisation into the lessons learnt/identified process	PM	Completed
18.2.4	Send Dr Hartshorn's advice to SDCC to be shared with Region Leads.	KS	Completed
18.2.5	Follow up on email sent by Alan re vaccine questions	GT/TK	Completed
17.2.1	Share any public information with Region Leads from 0900 MOH meeting so it can be shared with the Organisation Completed, and any new information to be shared again this morning.	CG	Completed
17.2.2	Send invite to Region Leads to plan for contingency workshop. Also include AM Murray Binning. Completed. Team currently working around contingencies for future events.	KH	Completed.
17.2.3	Provide further update on Organisational stance regarding attending events. Discussed and Region Leads to discuss with Region Managers and follow same process as past events.	TK	Completed

15.2.5	Further clarification of stance on Career staff that are also volunteers Glenn & Tom to sit down with Region Leads today to workshop through to gain. Action - Kate to organise and send out meeting invite for contingency planning 1:30pm	GT	Completed
16.2.5	Seek guidance from SDLT on Area Management involvement at Gold Star functions Region Leads to discuss with Region Managers. It is the intent to remain in the same position as previous times.	TK	Completed.
18.2.1	Update/cancel invites for morning meetings. To resume normal meetings as of Tuesday	KH	Completed
15.2.3	Confirm new locations of Northern boundaries and checkpoints	Intel	Actioned
15.2.4	Send links to COVID Dashboard	JM	Actioned
16.2.3	Action Point: Te Upoko to bolster some stock levels Actioned by region.	DH	Actioned
16.2.4	Action Point: Work through planning for potential surge of PPE for Te Hiku Actioned by National equipment team	DH	Actioned
08.12.1	Jeff will seek confirmation of Novotel Rotorua becoming a MIF facility	Jeff Maunder	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
15.12.3	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