

**Date:** 9th March 2021

**Venue:** MS Teams

**Time:** 0800-0900

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

**Minutes:** Morgan Simmonds

Action Point	Description	Responsibility	Update Timeframe
09.3.1	Raise to SDLT today to gain the FENZ stance regarding 14 day stand down	GT	New
09.3.2	Raise 14 day stand down with Des Irving as this may cause issues at Wellington Region brigades (e.g. Trentham).	GT	New
09.3.3	Update wording on SDPPP 1.3 and 1.10 and send to group.	GT	New
04.3.2	Connect with Vanessa to create comms around aggressive behavior to crews.	GT	In progress
03.3.1	Share PD for Vaccine Coordinator with group	GT	In progress

## Update from SDCC – Glenn Thompson/Tom Kiel

- 5 cases in MIQ
- 1 boarder case – Air crew. Genome testing still underway. This person was vaccinated a few days prior to being tested positive. It was confirmed the vaccination doesn't cause people to test positive.
- Prime Minister confirmed the purchase of an additional 8.5 million doses of the Pfizer/BioNTech vaccine. Pfizer will be the main vaccine rolled out throughout NZ.
- First tranche of boarder worker vaccines nearly completed. Household member vaccinations underway.
- Govt to share more information on general rollout tomorrow. Including when the big lot of doses will arrive and what this will look like in terms of their planning.

- Defence MIQ workers regarding their 14 day stand down post deployment. Clarity was sort regarding volunteering. Wording still to be clarified via email, but information at hand now is that they are strongly advised to not volunteer during their 14-day post deployment stand down. They are able to undertake volunteering roles if it is a desk-based roll and able to be managed at home. If this role requires people to be out in the community, this strongly discouraged.

Action - Glenn to raise to SDLT today to gain the FENZ stance, it is thought that our stance will be the same as above

Action - Glenn to raise with Des Irving as this may cause issues at Wellington Region brigades (E.g. Trentham).

- Email sent out to group yesterday regarding variance of concern. This has been followed up with the Public Health team within the Ministry of Health. They have advised that it is still too early to know if additional protocols are required or if existing protocols need to change. Any new information will be passed on when received. The Fire and Emergency technical advisory panel confirmed that our current protocols and protection measures for PPE, cleaning, etc. are sufficient and will continue to be reviewed as research and information becomes available.
- SDPPP 1.3 – return to work duties. Additional wording received.
- SDPPP 1.10 – Wording specially mentions Firefighters. Another line to be added to include Comcen staff working at a single location during level 3 and 4.

Action – Glenn to update wording and send to group.

- Scenario planning workshop on Thursday went well. Still no information from MOH. Advice from the lead of the Border and MIQ vaccine taskforce is to start looking at scenarios while we are waiting on MOH. Identifying considerations, risks, issues and questions to enable initial organizational planning while waiting for MOH. A lot of challenges and complexities. A3 one-pager being completed for each scenario, intent is to communicate these between this group and SDLT to understand some of the challenges. Detailed planning to be undertaken when we know who will be doing the rollout etc. It was confirmed this won't be finalised until this group has provided feedback. Intent to have these draft documents completed by the end of the week, ready for this group to provide input.

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

- No update

Action – Glenn to work with Comms/MOH to share information regarding vaccination won't cause you to contract COVID. It was discussed that we need to provide scientific facts with these comms.

- Three alarm activations at facilities over the last few days. These have been passed back to Defence to review.

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

- No update

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

- No update

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

- No update

#### **Update from Safety, Health & Wellbeing - Katie Shaw**

- Working through how we recategorise COVID safe@work events.

#### **Update from Workforce and Capability - Kim Wright**

- No update.
- It was confirmed that Training has had very little impact over the last raise of alert levels.

#### **Update from NZPFU – Alan Collett**

- It was raised that the NZPFU is strongly opposed to the position of allowing volunteers on station for reasons other than response. The NZPFU feels FENZ is being irresponsible with decision making especially due to the fact that Defence is standing members down for 14 days after deployment into MIQ facilities.
- SDCC to receive email this morning from the Auckland Local with concerns around the decision-making process.

**Update from RPA – Darrin Woods**

- No update

**Update from CCMG – Aaron Watereus**

- No update

**Meeting close: 0825**

## 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
03.3.2	Call Craig to discuss access to meetings	GT	Completed
01.3.1	Raise concerns regarding SDPPP's with Kerry	GT	Completed
01.3.3	Obtain clarity on vaccination rollout and report back to group	GT	Completed
04.3.1	Send wording from SDPPP 1.12 to group	GT	Completed
02.3.1	Include CMT details in SITREPS	TK	Completed

02.3.2	Send out concurrent emergency planning information to group	TK	Completed
01.3.2	Send CAD details to Dave Woon	CG	Completed
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