

**Date:** 13<sup>th</sup> April 2021

**Venue:** MS Teams

**Time:** 0800-0830

**Attendees** Glenn Thompson, Tom Kiel, Dave Woon, William Pike, Jeff Maunder, Phil Marsh, Michael Balmer, Kim Wright, Katie Shaw, Harry Howard, Darrin Woods, Warrick LeQuesne

**Minutes:** Morgan Simmonds

Action Point	Description	Responsibility	Update Timeframe
13.4.1	Review Tuesday morning meeting distribution list	TK	
13.4.2	Send out Vaccine Workstream recurring meeting	TK	

### Update from SDCC – Glenn Thompson/Tom Kiel

- Membership of group discussed and confirmed.
- Two active boarder cases, MOH are running daily standup. No change in terms of information that was sent through yesterday morning and yesterday afternoon regarding close contact.
- Location of interest now confirmed for Case B. No location of interest confirmed for Case C. MOH to update website with locations once confirmed.
- Contact tracing for Case B, 10 out of 11 have now returned negative COVID tests.
- Case C was moved to Jet Park with household contact yesterday.
- Boarder cases show vast reduction in positive test results with the temporary travel block from India.
- Quarantine free travel to commence 11:59pm this Sunday. This includes all Australian States. Additional paper going to ELT on Thursday around guidance on covid19 and monitoring group and the different travel categories. This will include travel for leisure, compassionate, sickness/dependent/medical and business. Further information to follow later in the week.
- It was confirmed on Friday from MOH that first and co-responders will sit in Group 2A for vaccinations. MOH have began planning on what the rollout will look like for our organisation.
- MOH are developing contract for the third party to administer vaccinations.
- Clarity sought from MOH regarding USAR and how vaccinations will be rolled out. Further guidance to be issued today on how the process is going to work and the data component. It is required that some personal information may need to be

provided to MOH, there will be the ability to opt out of this if they wish to. USAR vaccinations are not sitting apart of 2A, they are in a special bubble.

- Procedure for surplus vaccine was issued yesterday along with FAQs. Thank you passed to group on feedback received from this group.
- Operating model being implemented. Proposing to have a separate vaccine forum once a week to provide updated information. This is an opportunity for the group to provide feedback.
- Detailed planning on vaccinations will be split across country. Document to be sent to group today on how detailed planning will be broken down. This will include information on how the vaccine will be rolled out to each person.
- Paper being drafted on expenses and reimbursements to understand what the organisations guidance is in relations to the vaccine rollout.

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

- Thanks provided to team in relations to the vaccine rollout and the swift movement.
- It was noted that spare capacity amongst the group is readily available.
- Is the vaccine rollout going into too much detail? Do we need to leave this with MOH? Glenn confirmed that the third party doesn't know anything about our business, and we need to provide them with information so they can better plan where vaccinations ect can take place and the rollout is smooth.

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

- No update

#### **Update from Te Ihu - Michael Balmer**

- No update

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

- No update

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

- No update

#### **Update from UFBA – Harry Howard**

- Questions were starting to come out when the vaccine was starting and update that came out yesterday was good timing.

**Update from Safety, Health & Wellbeing – Katie Shaw**

- No update

**Update from NZPFU – Warrick LeQuesne**

- It was confirmed that Aaron Ramsey was brought into the group to better understand the vaccine.

**Update from RPA - Darrin Woods**

- It was asked that clarification to be provided on the National notice that arrangements for the second dose of the vaccine will be managed by the DHB and yourself. The rest of the notice implies that options will be available. What is the intent/is this an oversight? It was confirmed that this is a DHB arrangement.

**Meeting close: 0835**

## 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
30.3.1	Send SDHP email through to SDCC email address to be shared with group	PM	Completed
23.3.2	Call Warrick to provide an update and overview of SDPPP work	TK	Completed
23.3.1	Obtain address point where family is self-isolating at home in Auckland	CG	Completed
16.3.1	Liaise with local enquiry from DHB as Mike Balmer in workshops today	GT	Completed
09.3.1	Raise to SDLT today to gain the FENZ stance regarding 14 day stand down	GT	Completed

09.3.2	Raise 14 day stand down with Des Irving as this may cause issues at Wellington Region brigades (Eg Trentham).	GT	Completed
09.3.3	Update wording on SDPPP 1.3 and 1.10 and send to group.	GT	Completed
04.3.2	Connect with Vanessa to create comms around aggressive behavior to crews.	GT	Completed
03.3.1	Share PD for Vaccine Coordinator with group	GT	Completed
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	New
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	GT	Completed

	meeting invite for contingency planning 1:30pm		
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