Department of Public Works

CITY OF NORTH TONAWANDA, NEW YORK

/X

APR - 3 2012

758 ERIE AVENUE
NORTH TONAWANDA, N. Y. 14120

PHONE: 695-8585
FAX: 695-8587

March 23, 2012

Honorable Mayor Ortt & Common Council
City Hall
216 Payne Avenue
North Tonawanda, NY 14120

Re: Memorandum of Understanding with Niagara County Health Department

Honorable Body:

Attached please find a proposed Memorandum of Understanding the Department of Public Works received from the Niagara County Health Department. It addresses a plan of administering vaccinations or distributing medications and/or medical supplies to the public in the event of a public health emergency.

Bob Sondel has reviewed this and has approved it for execution when approved by the Mayor and the Common Council.

If I can be of further assistance please contact me.

Very truly yours,

Bradley A. Rowles
Superintendent of Public Works

BAR/mbb
Attachment

RECEIVED
CITY CLERK'S OFFICE
2012 MAR 26 PM 1:17
NORTH TONAWANDA, N.Y.

NIAGARA COUNTY
DEPARTMENT of HEALTH
5467 Upper Mountain Road, Suite 100
Lockport, New York 14094-1894

Elaine C. Roman, RN, BSN
Director of Public Health Planning & Emergency Preparedness

(716) 439-7436 Phone
(716) 439-7440 Fax

February 13, 2012

The Niagara County Department of Health continuously strives to prepare our county for a public health emergency. A public health emergency is a critical situation that poses a severe risk to the health of the community; examples could include a naturally occurring event, such as an weather emergency or an infectious disease event (such as influenza pandemic) or an intentional attack with nuclear/radiological, chemical agents, nerve agents, or biological pathogens.

During an emergency situation, the Department of Health may need to activate Points of Distribution (POD) at strategic locations throughout the county. POD would be utilized as clinics to vaccinate at-risk individuals and/or distribute pharmaceuticals and medical supplies to those in need. With your permission, the Department of Health would like to identify North Tonawanda Department of Public Works as one of several potential POD sites. We feel your facility would be ideal for this purpose because of its location and physical attributes.

As required by the Office of Homeland Security, the Department of Health is seeking Memoranda of Understanding (MOU) from agencies allowing the Department of Health to utilize their facilities in the event of a public health emergency. Enclosed you will find two copies of this document, which outlines some of the details, should your facility need to be utilized as a POD. The MOU contains contact information for the primary and alternate contacts at the Department of Health as well as a section for representatives from your agency. Please verify the accuracy of this information. All personal information will be kept confidential; we ask that you maintain the same level of confidentiality with our information.

We appreciate if you could take the time to review this document and if you are in agreement, sign and date both copies of the MOU. Keep one copy for your records and return the other using the enclosed envelope.

Please do not hesitate to contact me if you have any questions regarding this matter. Thank you for supporting the Department of Health and overall Niagara County emergency preparedness endeavors.

Yours truly,

Elaine Roman, R.N., B.S.N.
Director of Public Health Planning and Emergency Preparedness
(716) 439-7436

2012 FEB 16 AM 11:49

PUBLIC HEALTH: PREVENT. PROMOTE. PROTECT.

MEMORANDUM OF UNDERSTANDING

Between The

Niagara County Department of Health (NCDOH)

And

North Tonawanda Department of Public Works

A. PURPOSE

This Memorandum of Understanding is entered into with the North Tonawanda Department of Public Works for the purpose of securing the North Tonawanda Department of Public Works facility, located at 758 Erie Avenue, North Tonawanda, New York, for use as a Point of Dispensing (POD) for assets from the Strategic National Stockpile (SNS), in the event of a public health emergency. A clinic, open to the general public, may be established at this location to administer vaccinations or distribute medications, and/or medical supplies to the public.

B. DEFINITIONS

A *public health emergency* is defined as any incident that poses a threat to the health of the community. Such incidents could include, but are not limited to naturally occurring large-scale disease outbreaks, natural disasters and intentional releases of nerve agents, chemical agents, or biological pathogens.

The *Strategic National Stockpile* is a federal resource that supplies pharmaceuticals, medical supplies, and equipment to mitigate the effects of a public health emergency.

C. NOTIFICATION

In the event of public health emergency, this facility may need to be activated as a POD for the SNS. A NCDOH representative would notify the designated primary contact (indicated in Appendix 1B) to request activation of the site soon as possible. The NCDOH representative would inform the representative of the estimated time of arrival and would request an official or designee from North Tonawanda Department of Public Works to be present to meet NCDOH staff at the time of arrival.

D. EQUIPMENT

NCDOH staff will bring equipment to the site, including laptop computers, printers, and other necessary supplies. The parties agree NCDOH may request North Tonawanda Department of Public Works to assist with the provision of additional equipment, supplies or services at the site such as tables, chairs, electrical outlets, and Internet connections. Such requests will be made at the time of initial notification or shortly thereafter.

E. POST REQUEST ASSET MANAGEMENT AND TRACKING

North Tonawanda Department of Public Works will maintain safety and security of the assets for the duration of use and storage. In addition, the assets will be provided to recipients/end-users at no-charge. North Tonawanda Department of Public Works and the Niagara County Department of Health will ensure the tracking and documentation of asset disposition, and complete the return of unused assets to the NCDOH.

F. TERM OF FACILITY USE

NCDOH will need to utilize the site for the length of time deemed necessary to operate a POD for the given incident. If for some reason the facility would be unavailable at some point during that time period, the NCDOH may request that North Tonawanda Department of Public Works provide an alternative location, ***if available***. If an alternative location is not available the two

parties will explore alternative and mutually agreeable arrangements to meet the needs of the community.

G. TERM OF AGREEMENT

This agreement shall run from January 1, 2012 until December 31, 2016. Either party may terminate this agreement by written notice of such intention with thirty days advance notice.

Daniel J. Stapleton M.B.A., Public Health Director — Date 2/14/2012

Brad Rowles, Superintendent — Date

MEMORANDUM OF UNDERSTANDING

Between The

Niagara County Department of Health (NCDOH)

And

North Tonawanda Department of Public Works

APPENDIX 1: Agency Representatives & Contact Information

--All Information Is CONFIDENTIAL--

A. Niagara County Department of Health

Primary Contacts-

Name: Daniel J. Stapleton, MBA
Title: Public Health Director
Office Phone #: 716-439-7458 direct or 7435 (Confidential Secretary Jacquelyn Langdon)
Emergency Phone #: 716-439-7430 (NCDOH after-hours service)
Cellular Phone #: 716-864-5613
Fax #: 716-439-7440
Mailing Address: Niagara County Department of Health, Suite 100
5467 Upper Mountain Road, Suite 100, Lockport, NY 14094-1894
Email Address: dan.stapleton@niagaracounty.com

Name: Elaine Roman, BSN
Title: Director, Public Health Planning and Emergency Preparedness
Office Phone #: 716-439-7436 direct or 7439 (Clerical III Jayne Ferguson)
Emergency Phone #: 716-574-9312
Cellular Phone #: 716-574-9312
Fax #: 716-439-7440
Mailing Address: Niagara County Department of Health, Suite 100
5467 Upper Mountain Road, Suite 100, Lockport, NY 14094-1894
Email Address: elaine.roman@niagaracounty.com

Name: Victoria Pearson, MBA
Title: Deputy Public Health Director/Dir. of Financial Operations
Office Phone #: 716-439-7432
Cellular/Emergency Phone #: 716-531-2982
Fax #: 716-439-7440
E-mail Address: victoria.pearson@niagaracounty.com

Name: Elise K. Pignatora, MS
Title: Public Health Resource & Strategic National Stockpile Support Officer
Office Phone #: 716-439- 7431
Emergency Phone #: 716-439-7430
Cellular Phone #: 716-864-5927
Fax #: 716-439-7440
E-mail Address: elise.pignatora@niagaracounty.com

B. North Tonawanda Department of Public Works

Primary Contact-

Name:	Brad Rowles
Title:	Superintendent
Office Phone #:	716-695-8585
Emergency Phone #:	_____
Cellular Phone #:	_____
Fax #:	716-695-8587
Mailing Address:	758 Erie Avenue North Tonawanda, New York 14120
E-mail Address:	rowlesdpw@northtonawanda.org

Alternate Contact-

Name:	_____
Title:	_____
Office Phone #:	_____
Emergency Phone #:	_____
Cellular Phone #:	_____
Fax #:	_____
Mailing Address:	_____
E-mail Address:	