



# *Town of Colchester, Connecticut*

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda  
Special Meeting @ 1 PM  
Monday, September 12, 2016  
Colchester Town Hall**

RECEIVED  
TOWN OF COLCHESTER  
TOWN CLERK

2016 SEP -9 PM 2:33

1. Call to Order
2. Discussion and Possible Action on Chatham Health MOU Regarding Planning and Implementation of Mass Dispensing of Countermeasures
3. Adjourn

BOARD MEMBERS

*Andrew Tierney, Chairman  
Vacant, Vice Chairman  
Peter Hughes, Treasurer  
Susan Bransfield  
Rosemary Coyle  
Emmett Lynn  
Michael Maniscalco  
Kate Morris  
Stan Soby*



DIRECTOR OF HEALTH  
*Don Mitchell, MPH*

*Colchester, East Haddam, East Hampton, Hebron, Marlborough, & Portland*

**MEMORANDUM OF UNDERSTANDING. REGARDING  
PLANNING AND IMPLEMENTATION OF MASS DISPENSING OF  
COUNTERMEASURES**

WHEREAS analysis of potential hazards to the health of the public indicates that the possibility exists of a large scale outbreak of infectious communicable diseases,

AND WHEREAS this analysis indicates that large numbers of persons could be exposed to such a disease, and incubate a life threatening infection,

AND WHEREAS there will be countermeasures, such as pharmaceuticals, available in large quantities to distribute and dispense to the public exposed to the disease during its period of incubation,

AND WHEREAS the Governments of the United States, the State of Connecticut, and the municipal jurisdictions within the State of Connecticut have developed strategies to rapidly dispense the countermeasures to many residents to minimize the effect of the outbreak on the public's health,

AND WHEREAS the jurisdictions of Colchester, East Haddam, East Hampton, Hebron, Marlborough and Portland (hereinafter collectively described as "the Parties") desire to go beyond the scope of the statewide inter-jurisdictional mutual aid compact to further specify their mutual aid relationship to prepare, respond, and recover from a large scale outbreak of infectious communicable diseases through mass dispensing.

NOW THEREFORE BE IT AGREED BY THE PARTIES THAT THEY SHALL COLLABORATE AND ASSIST EACH IN THE FOLLOWING MATTERS:

- I. Assessment and Planning
  - a. Consult and collaborate during the development and revision of needs assessments and operational jurisdictional plans for the implementation of an emergency countermeasure mass dispensing program; [An example of limiting the scope could be to restrict the planning to security, a more specific detail could be to state that an ad hoc planning group would be formed to share and collaborate on the work of jurisdictional assessment and planning, or that they will use a common assessment tool and methodology.]

- b. Assess the resources available in each jurisdiction for implementation of said plans, and identify which resources may be available to share across or among the jurisdictions;
- c. Use the technical assistance materials of the State of Connecticut Mass Dispensing Toolkit for said planning and the infrastructure building, training, exercise and evaluation, and incident response actions that implement the plans;
- d. Make arrangements for the dissemination of information regarding the plan across the jurisdictions to those individuals, organizations and agencies that may be mobilized to participate in the mass dispensing program; and
- e. Communicate such plans to, and to the extent practicable coordinate with, the regional response plans developed in the Parties' Connecticut Department of Emergency Management planning region(s).

## 2. Infrastructure building

- a. Make agreements for the organization, sharing, and use of emergency communications and command infrastructure, such as automated alert systems, and emergency command centers (fixed or mobile);
- b. Designate and share facilities for supplies and countermeasure storage, and mass dispensing sites [or that the choice of sites will be made collaboratively];
- c. Collaborate on volunteer recruitment and employee assignments to fill positions needed to manage and operate the mass dispensing team and any other persons needed to support the team at or near the mass dispensing site;
- d. Identify access to transportation routes;
- e. Identify and procure equipment, supplies and other materials necessary for the operation of the mass dispensing;
- f. Identify qualified security personnel and other security assets,
- g. Prepare any further documentation necessary to formalize the detailed arrangements between the Parties and to provide the public with appropriate and necessary information regarding the mass dispensing of countermeasures program; and
- h. Develop a mechanism for allocating the cost of preparing for and implementing the mass dispensing program, including the costs of equipment, supplies, security and staffing the mass dispensing sites, and procuring reimbursement for those costs.

## 3. Training

- a. Share training resources, such as trainers, curricula, and workshop materials;
- b. Open enrollment in training sessions to personnel employed by or volunteering to either Party, to the extent practicable;
- c. Schedule training sessions to make them accessible to personnel employed by or volunteering for either Party to the extent practicable; and
- d. Ensure locally specific training content incorporates information about cross- jurisdictional needs and response, which will be incorporated into the training content.

## 4. Evaluation

- a. To the extent appropriate, collaborate on the development of an cross-jurisdictional mass dispensing exercise plan, and design specific exercises to implement that plan;
- b. Schedule and participate in cross-jurisdictional mass dispensing exercises to evaluate mass dispensing capabilities;
- c. Share exercise materials, including scenarios, manuals, and training curricula;
- d. Share exercise evaluation and findings, activities (such as Hot washes) and documents,

- e. such as After Action Report and Improvement Action Plans (IAPs); and Collaborate, coordinate, and communicate activities undertaken to implement the IAPs.

The Parties will notify one another within thirty (30) business days of any significant changes in conditions, needs, plans, infrastructure that will affect this agreement.

This agreement supplements and does not replace, nor should it be construed to contradict, the state mutual aid compact and DPH or DEMHS contracts with the parties.

WHEREFORE the parties have executed this memorandum of understanding will be in effect for five (5) years on the dates set forth herein

Town of Colchester

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Art Shilosky, First Selectman      Date  
Duly authorized

Town of East Haddam

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Emmett Lyman, First Selectman      Date  
Duly authorized

Town of East Hampton

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Michael Maniscalco, Town Manager      Date  
Duly authorized

Town of Hebron

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Andrew Tierney, Town Manager      Date  
Duly authorized

Town of Marlborough

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Amy Traversa, First Selectwoman      Date  
Duly authorized

Town of Portland

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Susan S. Bransfield, First Selectwoman      Date  
Duly authorized

CHATHAM HEALTH DISTRICT

By: \_\_\_\_\_ / /  
Andrew Tierney, Chairman      Date  
Board of Health  
Duly authorized