

**MOORPARK CITY COUNCIL
AGENDA REPORT**

To: Honorable City Council
From: John Brand, Senior Management Analyst 
Date: March 13, 2007 (CC Meeting of 03/21/2007)
Subject: Consider Agreement with Public Health for Vaccine Distribution

BACKGROUND

If approved, this Agreement would establish the City as a distribution point for vaccines and/or mass prophylaxis (measures designed to preserve health and prevent the spread of disease) during a large-scale public health emergency. The purpose would be to assist County Public Health in the event that there is a public health crisis that could overwhelm its resources to distribute medications. A bird flu pandemic is one example of a public health crisis when this Agreement might be needed to protect local residents.

Local vulnerable populations include senior and disabled residents, particularly those with mobility issues. The City has pre-identified persons on its Special Needs Registry for evacuation assistance, persons with disabilities in the City's Americans with Disabilities Act paratransit program, and Active Adult Center participants as vulnerable populations who would be served. Using persons registered for the above City programs and demographic data from the 2000 U.S. census, it is estimated that the City distribution point could serve up to 2,750 Moorpark residents. Additionally, there is a continuity of government aspect to this program. If circumstances indicate the need, all City employees involved in the administration of chemoprophylaxis medication or vaccinations and their dependents will be provided treatment first so that they can continue to provide services to the City's vulnerable populations. The City's responsibilities would be to pick up the medication from Public Health, transport it to the City, and set up a local distribution system. Local health professionals would assist as necessary if the medication requires injection. This aspect of the program is similar to the City's annual flu vaccine programs.

STAFF RECOMMENDATION

Approve the Agreement, subject to final language approval by the City Manager and City Attorney, and authorize City Manager to execute the agreement.

Attachments: Agreement

EMERGENCY MASS PROPHYLAXIS AGREEMENT

**Between
Ventura County Public Health
And
City of Moorpark**

Effective Date: _____ Renewal Date (One Year from Effective Date) _____

Background

Distribution of mass prophylaxis and/or vaccines during a large-scale emergency is especially problematic for vulnerable populations, and even more so for those vulnerable populations who have mobility problems. Many vulnerable populations live in group homes or other congregate care settings where it would be effective for someone to pick up mass prophylaxis and/or vaccines to deliver to the facility for distribution.

Transporting mass prophylaxis and/or vaccines to these facilities will not be possible for the health care system which must focus on the operation of points of distribution sites. It is therefore necessary to develop a method for facilities to have assigned persons to pick up mass prophylaxis and/or vaccines to deliver back to the facility for distribution.

Purpose

Distribution of mass prophylaxis and/or vaccines during a large-scale emergency will be especially problematic for vulnerable populations. The policy and procedure establishes a cooperative agreement between the Ventura County Public Health (VCPH) and the City of Moorpark to provide employees and clients with vaccinations or chemoprophylaxis in the event that local resources or the federal Strategic National Stockpile (SNS) is distributed to address a large-scale communicable disease outbreak, bioterrorism or any other public health emergency. VCPH and the City of Moorpark agree to the terms, conditions, and responsibilities expressed in this agreement.

Definitions

- **Public Health Emergency** – refers to any event, natural or manmade, that requires immediate public health intervention, including distribution of mass prophylaxis from local resources or the federal Strategic National Stockpile.
- **Strategic National Stockpile (or SNS)** – refers to a national repository of antibiotics, chemical antidotes, antitoxins, life sustaining medications and medical/surgical supplies designed to re-supply state and local public health agencies in the event of a national emergency.
- **Mass Prophylaxis** – refers to the administration of health interventions including antibiotics, vaccines and antidotes to large numbers of persons to provide protection against disease and/or to prevent the spread of disease in a community.
- **Client** – refers to a resident or client of City of Moorpark, who is receiving services from the facility or program, including those who may be under the medical supervision of the facility or program.
- **Employees** – refer to the staff of City of Moorpark.

Responsibilities of Ventura County Public Health

During a public health emergency requiring rapid vaccination or the dispensing of mass chemoprophylaxis, vaccines and/or medications within the community, the local Health Department will

assume the primary responsibility for the coordination and the delivery of the vaccines or chemoprophylaxis. VCPH will:

- Manage all supplies, mass chemoprophylaxis, vaccines and/or medications from the Strategic National Stockpile (SNS) that are under the control of the Ventura County Health Officer.
- Provide to an assigned representative of City of Moorpark pre-packaged materials, mass chemoprophylaxis, vaccines and/or medications depending upon availability to meet the needs of their employees and clients;
- Coordinate distribution of mass chemoprophylaxis, vaccines and/or medications to an authorized representative with the assigned liaison for the institution;
- VCPH will provide training to City of Moorpark employees as necessary to assure proper pick-up, delivery and dispensing of materials, mass chemoprophylaxis, vaccines and/or medications.
- Make available to local distribution sites the list of vulnerable population facilities and authorized parties approved to pick up materials, mass chemoprophylaxis, vaccines and/or medications for those facilities.
- VCPH distribution sites will pre-package any materials, mass chemoprophylaxis, vaccines and/or medications to be delivered to vulnerable populations centers.
- Record the pick-up of any materials, with a sign-out, to assure that only authorized representatives receive materials, mass chemoprophylaxis, vaccines and/or medications and that no duplicate shipments are provided to facilities.
- Provide, as deemed necessary, escorts to assure materials, mass chemoprophylaxis, vaccines and/or medications get to the authorized representatives' vehicles.

Responsibilities of the City of Moorpark

Vulnerable Population Facility or Program will develop a mass prophylaxis distribution plan for the facility or program that includes the following:

- Identify a liaison to coordinate the delivery and dispensing of the mass chemoprophylaxis, vaccines and/or medications, and keep this information up-to-date with VCPH.
- Identify authorized persons to pick up materials, mass chemoprophylaxis, vaccines and/or medications from VCPH sites.
- Arrange for pick-up of materials, mass chemoprophylaxis, vaccines and/or medications.
- Distribute mass chemoprophylaxis, vaccines and/or medications to its clients, staff members and their families during a public health emergency.
- Cooperate in training its employees, as needed, to understand the contraindications, precautions and administration of mass prophylaxis and/or vaccines according to established protocols.
- Ensure that, if indicated, all employees involved in the administration of chemoprophylaxis medication or vaccinations *and their dependents* will be provided treatment first so that they can continue to provide services to their vulnerable populations.
- Maintain documentation of any materials or supplies distributed or consumed during this effort. During a federally declared disaster, reimbursement for the cost of these resources may be available according to federal guidelines, which may require documentation of their use.
- Return all unused portions of the supplies to VCPH liaison, provide a record of those who received the prophylaxis, and the total number or amount of the prophylaxis distributed.
- Not charge any staff or vulnerable population members provided these medications for any cost for activities performed pursuant to this Agreement, and otherwise comply with all the requirements of the California Good Samaritan laws.
- If the medications to be distributed are injectables, designate that you have properly licensed and capable staff to do the injections.

Duration and Other Requirements of this Agreement

- No warranty or representation is made as to the quality or quantity of the item of the local or Strategic National Stockpile materials provided to the City of Moorpark pursuant to this Agreement.
- It is understood that the facility or program will maintain, and does not relinquish, their flexibility to make arrangements to minimize the disruption that serving as mass distribution site could entail.
- Each party to this agreement shall be responsible for maintaining its own insurance or self-insurance program with respect to liabilities to or by its employees or to third parties that may reasonably result from performance of its lawful functions. This agreement shall not be construed as seeking to enlarge any obligation or duty owed by either party to third parties or to increase the liability of any party beyond that which is imposed by law.
- This agreement does not create any agency status or fiduciary relationship between the parties, their employers, agents or successors.
- This agreement is neither assignable nor transferable.
- Either party to this agreement may terminate it without cause upon providing the other party ninety (90) days written notice.

Amendments

This Agreement may be amended at any time by written agreement of both parties or by their respective designees.

Authority to Enter into this Agreement

The persons executing this agreement on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign.

Authorized Personnel

The following personnel positions and/or any City Disaster Service Worker designated by the City Manager are authorized by City of Moorpark to pick up and sign for any mass prophylaxis and/or vaccines to deliver back to the facility or program for distribution.

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| Accountant | Management Analyst |
| Active Adult Center Supervisor | Parks & Landscape Manager |
| Administrative Services Director | Parks, Recreation & Community Services Director |
| Administrative Specialist | Parks/Facilities Superintendent |
| Assistant City Manager | Planning Manager |
| Assistant to the City Manager/City Clerk | Principal Planner |
| City Engineer | Public Works Superintendent |
| City Manager | Recreation & Community Services Manager |
| Facilities Technician | Redevelopment Manager |
| Finance Director | Senior Maintenance Worker |
| Landscape/Parks Superintendent | Senior Management Analyst |
| Maintenance Worker | |

Signatures Section

Ventura County Public Health
Representative

City of Moorpark
Representative

Printed Name and Title

Patrick Hunter, Mayor

Date

Date

About Pick-Up and Distribution of Mass Prophylaxis for Pre-Identified Facilities and Programs Serving Vulnerable Populations

Questions and Answers

- 1. For whom are medications under this plan intended?** Medications that would be distributed under this plan are, in general, intended for clients and consumers of the identified facilities and programs who otherwise would be unable to get these resources by coming to a Public Health distribution site. In addition, the medications would be intended for the facility's or program's staff and families as recommended at the time of distribution because protecting program staff and their families is vital to the ongoing operation of the facility or program.
- 2. Why were this plan and procedure developed?** For the general population, distribution of mass prophylaxis during a disaster will typically be provided through special distribution sites known as Points of Distribution (POD) sites. At these sites, people from the community will come to receive their individual medications or vaccinations. Some people in our community will not be able to get to a POD site. They may be non-ambulatory, live in congregate care facilities, have special communications problems that restrict their access to information, and other issues that would keep them from getting the medications. To meet these needs, we will pre-identify program staff members who are authorized to pick up medications and take them back to the facility or program.
- 3. Who should get the medications?** Directions will be given on the basis of the particular situation. For example, in some situations, the medications might be prioritized, for example, for children or the elderly. In general, it would likely be that the medications be distributed to service-providing staff and their families first so that they can continue to do their jobs for their clients. (This is similar to being told on an airplane to put on your own oxygen mask first, and then put the masks on others around you.)
- 4. What policies should the facility or program follow for distributing mass prophylaxis?** Each facility or program will be responsible to design its own distribution policies and procedures, based on current medication distribution practices, that can be adapted to whatever guidelines are established by Ventura County Public Health Emergency Preparedness Office (EPO) for the particular situation. VCPH EPO may ask to review such guidelines.
- 5. How will the facility or program handle a situation where a consumer refuses the prophylactic (vaccines, antibiotics, antidotes, etc.)?** Management and staff of each facility or program are responsible to follow their own regulations or guidelines for distribution of any medications. In general, people can refuse to take medications, but this must be determined individually. The mass prophylaxis distribution plan is not intended to force anyone to take medications, only to improve the availability of the medications.
- 6. Suppose a client or patient refuses the medications but the person's caregiver insists on the consumer receiving the medication, or vice versa?** Again, handling a patient's refusal of medications is a matter of regulations and policies and procedures of the facility or program. The Ventura County EPO is only providing a method for getting necessary medical resources to people who might otherwise be unable to access them.
- 7. Who should be authorized to pick up the medications?** It would be ideal if someone with a medical or health care professional pick up the medications. This may not be possible in all cases. Management should make its own determinations on who will to pick up and deliver medications. The facility or program should plan to have more than one person understand this agreement and procedures in case any one person is unavailable. Anyone actually sent to pick up medications **MUST** have identification verifying that they represent that facility or program.
- 8. Responsibilities.** VCPH will assure that medications distributed under this plan are provided to identifiable representatives of a facility or program that has signed the agreement. VCPH will also give appropriate instructions for the distribution and/or administration of medications provided under this plan. Once the medications have been distributed to properly identified pick-up personnel, all responsibility for their handling, protection, and distribution rests with the facility or program. The facility or program will return unused medications to VCPH along with information on who has received medications.

**Mass Emergency Prophylaxis Pick-Up Authorization Form
Ventura County Public Health Emergency Preparedness Office**

The City of Moorpark agrees to abide by the terms of the Emergency Mass Prophylaxis Agreement with Ventura County Public Health. The information on this form will be available only to Public Health Emergency Preparedness Office (EPO) staff authorized to distribute mass prophylaxis during a disaster. The information here will be kept in a database designed for EPO staff to identify facilities or programs to which mass prophylaxis will be distributed during a disaster.

Facility or Program Name City of Moorpark Facility EIN or TIN * 95-3860962

Administrator Steven Kueny, City Manager or John Brand Senior Management Analyst

Phone # (805) 517-6248 Alternate Phone # (805) 517-6200

Cell Phone # (805) 796-3556 FAX # (805) 532-2530

Facility Address 799 Moorpark Avenue City Moorpark, CA

ZIP Code 93021 Contact E-Mail Address jbrand@ci.moorpark.ca.us

Facility(ies) or Program Areas & Populations Served Local Special Needs Population, ADA mobility impaired, senior citizens

This facility or program has access to properly licensed individuals who, if the medications must be injected, will give the injections. Yes No

Approximate (on Average) Number of Clients, Patients, Residents 2,750

Approximate (on Average) Number of Staff and Family Members 250

Number of Individual Doses (Sum of the Above) to be Picked Up, Signed For and Distributed 3,000

* The tax ID # is required to assure accurate match of facility/program and identified pick-up person.

Signatures

Ventura County Public Health
Representative Signature

Printed Name and Title

Date

City of Moorpark
Administrator or Representative Signature

Printed Name and Title

Date

For questions call 805-981-5258 or email dan.jordan@ventura.org

Please return this completed and signed form to:
Dr. Daniel Jordan
Ventura County Public Health
Emergency Preparedness Office
2240 E. Gonzales Road, Suite 220-M
Oxnard, CA 93036
or by FAX to 805-981-5200