



CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DENA DIORIO
DIRECTOR OF FINANCE

(203)797-4652
FAX: (203)796-1526

Memorandum

Date: 7/23/2006

To: Hon. Mark D. Boughton via the Common Council

From: Dena Diorio, Director of Finance and Personnel *deu*

RE: Bioterrorism Response Preparedness Amendment

Attached for your review is a resolution allowing the City of Danbury Health, Housing and Welfare Department to accept additional funding for the Public Health Preparedness and Response Planning grant, which covers 8/31/05 through 8/30/07. This additional funding, in the amount of \$18,000, is to be used exclusively for Pandemic Influenza Planning and requires no local match.

The Common Council is requested to consider this resolution at its next meeting. If you have any questions, or require any further information, please contact my office at 797-4652.

Attachments



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 200_

RESOLVED by the Common Council of the City of Danbury:

Whereas the State of Connecticut, Department of Public Health has made available additional funding for the Public Health Preparedness and Response Planning grant covering August 31, 2005 through August 30, 2007;

Whereas the additional amount of \$18,000 increases the original two-year contract from \$169,400 to \$187,400 and represents funds which are to be spent exclusively for the purposes of Pandemic Influenza Planning and requires no local match; and

Whereas the Danbury Health, Housing and Welfare Department will provide this planning in accordance with Federal and State of Connecticut Department of Public Health directives.

Now, therefore, be it resolved that Mark D. Boughton, Mayor of the City of Danbury, or Scott LeRoy, Director of Health, Housing and Welfare, as his designee, is authorized to accept this additional funding and execute on behalf of the City of Danbury all contracts, agreements or amendments and to take all actions necessary to accomplish the purposes of this additional funding.



CITY OF DANBURY
HEALTH, HOUSING & WELFARE DEPARTMENT
155 DEER HILL AVENUE, DANBURY, CT 06810

Central Health & Housing Office
203 - 797-4625
Fax 796-1596

Central Welfare Office
203 - 797-4569
Fax 797-4566

July 21, 2006

Mayor Mark D. Boughton
Common Council
155 Deer Hill Avenue
Danbury, CT 06810

RE: Increased funding for Bioterrorism / Emergency Preparedness Grant

Please note that the current Bioterrorism / Emergency Preparedness Grant, provided through the Connecticut Department of Public Health (CTDPH), for the contract years August 2005 to August 2007 has been increased from \$169,400 to \$187,400. The \$18,000 increase in funding is earmarked for providing the City of Danbury with a specific Pandemic Influenza Response Plan in accordance with Federal & CTDPH directives.

A separate budget was requested and prepared that would provide the services required by the CTDPH grant and is consistent with the previous grant year requirements. If you have any questions concerning the planning process, feel free to contact me at any time. Thank you.

Sincerely,


Scott LeRoy MPH, MS
Director of Health, Housing & Welfare

Medical Outreach 797-4567
Eviction Prevention 797-4565
Information-Referral 797-4569

Dial 2-1-1 for all
Connecticut Services!

Emergency Shelter 796-1661
Em. Shelter Fax 796-1660
Administration 796-1504



**Department of Public Health
Contracts and Grants Management Division
PO Box 340308, 410 Capitol Ave., MS#13 GCT
Hartford, CT 06134-0308
Telephone: (860) 509-7704 FAX: (860) 509-8210**

July 5, 2006

Scott LeRoy
Director of Health
City of Danbury, Health Department
155 Deer Hill Ave
Danbury, CT 06415

Re: DPH Contract Log#2006-1070-1
Contract for: PHP / Local Health
Contract Period: 08/31/05 – 8/30/07
Contract Award: \$187,400

Dear Mr. LeRoy:

Enclosed is the amendment to the above referenced contract, DPH 2006-1070-1. The purpose of this amendment is to increase the funding of the original contract and to include Executive Order No. 7B.

Please review and return the original following the procedure explained below. It is important that the signed/sealed amendment and other required submittals be returned to the department **no later than July 21, 2006**. You will receive a copy of the original signed by the department when it is fully executed.

- **Secretarial Certification:** All contractors need to have a resolution passed by their governing body giving the official who signed this contract the authority to do so. The Secretarial certification indicates that the authorization to sign contracts was still in place on the date the contract was signed. Instructions and a sample sheet are enclosed. One original signed and sealed Secretarial certification should be returned with your contract. Your agency's seal must be embossed on the lower left side under the "title" of the certifying official. (**White-out is not acceptable!**)
- **Acceptances and Approval Page:** The individual indicated on the Secretarial certification as authorized to sign the contract must sign the original Personal Service Agreement Form on line 35. The authorized individual should sign his/her name exactly as it appears on the secretarial certification. His/her name, title and the date should be typed or clearly written on the appropriate lines in this area. In addition, your agency's legal seal must be embossed on the Acceptances and Approvals area of page one if it is not embossed on the Secretarial Certification.
- **Invoices:** Please sign the enclosed invoice, but do not date it. Return the enclosed invoice with the original signed contract. This will help speed the payment process.

IMPORTANT: In addition, the contract amount for Year 2 of the contract is being reduced from \$84,700 to \$71,955. Please submit a revised version of Year 2 of the contract budget (pages 9 and 10 of the contract amendment) to reflect the reduction with the signed contract amendment package. You may hand-write the new amounts on the contract budget if you choose.

Thank you for your cooperation.

Sincerely,

Diana Lejardi
Public Health Preparedness Contracts Coordinator
Contracts and Grants Management Section

cc: C. Mayeran

PERSONAL SERVICE AGREEMENT

CO-802A REV.2/2000 (electronic version)

PRINT OR TYPE

**STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
ACCOUNTS PAYABLE DIVISION**

1. Prepare 5 copies
2. The State Agency And The Contractor As Listed Below Hereby Enter Into An Agreement Subject to the terms and conditions stated herein and/or Attached hereto and Subject to the Provisions of Section 4-98 of the Connecticut General Statutes as Applicable.
3. Acceptance of this Contract implies Conformance with Terms and Conditions set forth at Sheet 2 of this file, as attached hereto and incorporated by reference.

DPH Log #2006-1070-1

1) Original Amendment 2) Identification No P.S.

CONTRACTOR
 3) CONTRACTOR NAME: **City of Danbury**
 CONTRACTOR ADDRESS: **155 Deer Hill Ave, Danbury, CT 06415**
 4) Are you Presently a State Employee YES NO
 Contractor FEIN/SSN: **000-00-0034**

STATE AGENCY
 5) AGENCY NAME AND ADDRESS: **State of Connecticut, Department of Public Health
MS#13 GCT, 410 Capitol Ave., PO Box 340308, Hartford, CT 06134-0308**
 6) AGENCY NO. **48500**

CONTRACT PERIOD
 7) DATE (FROM) **08/31/05** THROUGH (TO) **08/30/07**
 8) INDICATE Master Agreement Contract Award No. Neither

CANCELLATION CLAUSE
 THIS AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT FOR THE ENTIRE TERM OF THE CONTRACT PERIOD STATED ABOVE UNLESS CANCELLED BY THE STATE AGENCY, BY GIVING THE CONTRACTOR WRITTEN NOTICE OF SUCH INTENTION (REQUIRED DAYS NOTICE SPECIFIED AT RIGHT.)
 9) Required No. of days written notice: **30**

COMPLETE DESCRIPTION OF SERVICE
 10) CONTRACTOR AGREES TO: (Include special provisions - Attach additional blank sheets if necessary.)
**Contract log # 2006-1070 is amended by the following terms and conditions:
(continued on Page 2)**

COST AND SCHEDULE OF PAYMENTS
 11) PAYMENT TO BE MADE UNDER THE FOLLOWING SCHEDULE UPON RECEIPT OF PROPERLY EXECUTED AND APPROVED INVOICES.
**Payment shall be made according to the schedule in Section I.X. of the original contract.
The total amount of this amendment shall not exceed \$18,000.
The total amount of this contract as amended shall not exceed \$187,400.**

12) ACT CD	13) DOC TYP	14) COM TYP	15) LSE. TYP	16) ORIG AGCY 48500	17) DOCUMENT NO.	18) COMMIT. AGCY 4885	19) COMMIT No.	20) VENDOR FEIN/SSN- SUFFIX 000-00-0034
------------	-------------	-------------	--------------	-------------------------------	------------------	---------------------------------	----------------	---

21) COMMITTED AMOUNT \$ _____ 22) OBLIGATED AMOUNT **\$18,000** 23) CONTRACT PERIOD (from/to) **08/31/05 - 08/30/07**

REQUIRED							OPTIONAL		REQR
Amount	FUND	Department	SID	Program	Account	Project	Activity	Agcy Chart	Budget Ref
\$18,000	12060	DPH48557	21096	42008	55050	DPH_NP	161089		2006

An Individual entering into a Personal Service Agreement with the State of Connecticut is contracting under a "work-for-hire" arrangement. As such, the individual is an independent contractor, and does not satisfy the characteristics of an employee under the common law rules for determining the employer/employee relationship of Internal Revenue Code section 3121(d) (2). Individuals performing services as independent contractors are not employees of the State of Connecticut and are responsible themselves for payment of all State and local income taxes, federal income taxes and Federal Insurance Contribution Act (FICA) taxes.

ACCEPTANCES AND APPROVALS

34) **STATUTORY AUTHORITY: 4-8, 19a-2a, 19a-32**

The Contractor herein IS NOT a Business Associate under HIPAA*:

35) CONTRACTOR (OWNER OR AUTHORIZED SIGNATURE)	TITLE	DATE
36) AGENCY (AUTHORIZED OFFICIAL)	TITLE	DATE
Norma D. Gyle, R.N., Ph.D.	Deputy Commissioner	
37) OFFICE OF POLICY & MGMT./DEPT. OF ADMIN. SERV.	TITLE	DATE
38) ATTORNEY GENERAL (APPROVED AS TO FORM)	TITLE	DATE

DISTRIBUTION: PART 1 - CONTRACTOR PART 2 - COMPTROLLER PART 3 - OPM/DAS PART 4 - ATTORNEY GENERAL - PART 5 - AGENCY

1. The Public Health Preparedness local health department (LHD) contract executed by the parties on August 30, 2005 is hereby amended to add services and deliverables regarding Pandemic Influenza preparedness planning, as follows:

III. Pandemic Influenza Planning

A. Definitions

1. "Pandemic Influenza Plan" refers to the operating protocols, policies and procedures to be implemented in response to pandemic influenza. The Pandemic Influenza Plan shall be inserted as an Annex (within the category of Biological Response) to the all-hazards Public Health Emergency Response Plan.
2. "Annex" - Operating Protocols for incident or disease specific occurrences which provide support to the overall Operations Plan
3. "Collaborate" shall mean, in general, to work together by serving as a partner by providing staff to work on specified activities, communicate on a regular basis with other participating individuals or agencies, to convene or participate in meetings, to maintain documentation of efforts, and to share the responsibility for completion of actions and products that will lead to completion of the project. Collaboration may involve specific activities that are described in the relevant clauses of the contract.
4. "Drills" - a drill is a coordinated, supervised activity usually employed to test a single specific operation or function in a single agency. Drills are commonly used to provide training with new equipment, to develop or test new policies or procedures, or to practice and maintain current skills.
5. "Exercise" – shall be defined as follows:
 - a. Tabletop: Key staff discuss simulated situations in a tabletop exercise. The intent is to stimulate discussion of important issues and to assess plans, policies, and procedures. The pace is generally slower than functional or full-scale exercises.
 - b. Functional: The objective of a functional exercise is for an emergency management team to execute specific plans and procedures under crisis conditions. Generally, events are projected through an exercise scenario with event updates that drive activity. The movement of personnel and equipment is simulated.
 - c. Full-scale: In a full-scale exercise, prevention and response personnel and equipment are required to actually mobilize and deploy to a site or locale in response to a simulated attack, generally for an extended period. Emergency Operations Centers and field command posts are activated. This type of exercise is the most realistic.
6. "Fit-testing"- an evaluation of the way in which a respirator fits the wearer.
7. "Lead Health Department" shall mean the Local Health Department or District that has been assigned by the Department to take the lead in the overall coordination of one of the mass vaccination areas.
8. "Local Health Department" (LHD) shall mean Municipal Health Authorities and District Department of Health, as defined by Connecticut General Statutes Chapters 368e and 368f respectively.

9. “Mutual Aid Agreement” shall mean a contract between municipalities that allows municipalities to assist one another in responding to all kinds of natural and man-made disasters.
10. “Mass dispensing site” shall mean a LHD-managed site that dispenses vaccines or medicines to large numbers of persons to prevent disease. The term “mass dispensing site” and “Point of Dispensing (POD)” (see below) now replaces the term “smallpox clinic.” Mass dispensing sites/PODs may respond to a variety of agents of disease that require distribution of medicines or vaccines to large numbers of persons (e.g., anthrax, smallpox, pandemic influenza; or non-infectious causes of disease, such as radiation).
11. “Mass dispensing plan” shall mean a document that identifies and coordinates public health roles, responsibilities, and assets to respond to a public health emergency that necessitates the administration of vaccines or prophylactic medications to the public. The plan shall be developed from the Department approved guidelines and templates specifically distributed for this purpose that is consistent with the state plan for receiving, distributing, and dispensing the SNS and with CDC guidance. The mass dispensing plan shall be an annex to the jurisdictional public health preparedness and response plan.

B. Overview - Summary

The Connecticut Department of Public Health (hereinafter “DPH”), in fulfillment of its public health emergency preparedness work plan submitted to the federal Centers for Disease Control and Prevention (CDC), and as a result of the appropriated federal Public Health Preparedness and Response to Bioterrorism Cooperative Agreement funds for pandemic influenza planning, shall provide additional funding under this contract in the amount of \$18,000 for Federal Fiscal Year 2005 as indicated below, to fund the Contractor to assist DPH with local health pandemic influenza planning and preparation.

C. Description of Services

Year 1 Activities 06/01/2006 – 08/30/2006

1. The contractor shall:
 - a. complete the local pandemic influenza assessment checklist that was provided to the contractor by DPH, and
 - b. assist the part-time local health departments in their lead health department’s respective mass vaccination area to complete the local pandemic influenza assessment checklist provided to the contractor by DPH and submit the completed checklists to DPH by June 1, 2006.

2. The contractor shall:
 - a. utilize the gap data identified in the local pandemic influenza assessment checklists completed in #1 above to prepare a pandemic influenza preparedness Annex (as defined herein) to the local public health emergency response plan and
 - b. assist the part-time local health departments in the lead health department's respective mass vaccination area to prepare pandemic influenza preparedness Annexes for the part-time local health departments' local public health emergency response plans.
3. The contractor shall complete the pandemic influenza preparedness Annex by August 31, 2006 and submit the Annex to the DPH for review and approval 90 days after receiving the annexes.
4. The contractor shall assist the part-time health departments in the lead health department's respective mass vaccination area to prepare the part-time local health departments' pan flu Annexes by August 31, 2006 and submit the Annexes to the DPH for review and approval 90 days after receiving such Annexes.
5. The contractor shall develop antiviral and vaccine protocols for pandemic influenza that the contractor shall add to the lead local health department's mass vaccination plan.
6. The contractor shall conduct drill(s) and/or exercise(s) to test the contractor's pandemic influenza plan.
7. The contractor shall complete and submit, at least 30 days prior to such drill or exercise (#6 above), the DPH's Notification to Drill/Exercise form that includes the following information:
 - a. name of the contact person for the drill/exercise,
 - b. the date, time, location, scope, purpose and objectives of the drill.
8. The contractor shall prepare and submit an After Action Report (AAR), in a format provided by the DPH, within 30 days after the completion of each exercise conducted under this contract that:
 - a. specifies any deficiencies identified in the drill or exercise,
 - b. corrective actions to be taken and
 - c. the timeline for implementing the corrective actions.
9. The contractor shall amend the contractor's pandemic influenza plan based on the indications determined by DPH from the After Action Reports and communicated by DPH to the contractor.
10. The contractor shall submit an expenditure report for the period 06/01/06 – 8/30/06 on November 1, 2006.