

RECORD OF PROCEEDINGS

Minutes of **MIFFLIN TOWNSHIP BOARD OF TRUSTEES** Meeting

Held

February 11,

2021

Chair Lynn Stewart called the Mifflin Township Board of Trustees Special Meeting to order via an advertised conference call at 9:45 a.m. on Thursday, February 11, 2021 with Vice Chair Kevin Cavener, Trustee Richard Angelou, Township Administrator Nancy White, Fire Chief Kauser, Assistant Fire Chief Brian Dunlevy, Community Paramedic Kenneth King, Public Information Officer Melissa Rapp and Fiscal Officer Rick Duff attending. Chair Stewart said the purpose of the meeting is to review and discuss potential locations of vaccination clinic sites, and to discuss an amendment to recent paperwork filed for a police levy to be placed on the ballot in May.

Assistant Fire Assistant Chief Dunlevy provided an overview and status of the COVID19 vaccination process and plans for Mifflin Township to become a vaccination center. He said the application has been accepted through the Ohio Department of Health, but he is awaiting the official State certificate. He said he has received word that Mifflin Township was approved. He said Mifflin Township is one of the first to be accepted within the region. Westerville, Washington Township and Norwich Township have also applied. Plans are to receive 100 vaccines per week at the direction of the Ohio Department of Health. Mifflin Fire has been observing the current site process to prepare for having its own vaccination center.

Assistant Chief Dunlevy read and responded to questions received about the vaccination site process:

Q: What is the start date and how long will it continue?

A: We intended to start on February 22nd, however we are at the mercy of the Ohio Department of Health. We must receive the certificate and there are some certifications to be approved, therefore February 22nd may not be the start date.

Q: Will this be a daily site and if so, what are the hours?

A: It will not be daily. The schedule is determined by our organization. We can set up the registration for as many patients as we want. Again, we are at the mercy of the State to provide the number of vaccines which may not be many at first. We anticipate two days per week to start. If there is a meeting already scheduled in the room, we can ensure that it does not conflict as we oversee the registration.

Q: Can we limit access to the meeting room only?

A: We will try to accomplish that but there are questions about the restrooms and such.

Q: Will there be barriers and directional signage?

A: Yes, there will be a flow pad with arrows and regional volunteer escorts to direct the public.

Q: Will the area be sanitized daily after each session?

A: Yes, we will wipe down and sanitized each of the two or three days per week that vaccinations are given.

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Q: What will be the protocol when a funeral is taking place in the cemetery?

A: Assistant Chief Dunlevy said he will discuss this with Mr. Boggs to understand the cemetery process to ensure there is no interruption to a funeral. Again, we only have access to 100 vaccines per week. He anticipates the initial flow to be very minimal; 2 – 3 civilians in the township hall at a time.

Q: How will this impact the Cemetery Office when it moves into the building?

A: He said we will only have 2 – 3 civilians at a time. There will be no lines of people outside the township hall awaiting vaccinations.

Q: What will preclude the public from calling the office or just showing up for a vaccination?

A: All vaccinations are registered online. There will be a contact phone number that the fire department will monitor.

Q: When there is a Trustees meeting scheduled in the meeting hall how will that be handled?

A: The registration site is controlled by use. We can schedule around any Trustees meeting or any other scheduled meetings.

Q: Will the facility furniture be needed?

A: Yes, some chairs and tables. They will be sanitized at the end of each session.

Q: Who is responsible for any liability that may occur?

A: Since we are the COVID19 vaccination site, we are responsible which is typical for everyday business. He said he would contact OTARMA to ensure we are covered for anything above and beyond that may occur.

Q: When will the township administrative staff be vaccinated?

A: All vaccinations are determined by the Ohio Department of Health. If staff assists at the vaccination site, they would be eligible for a vaccination.

Q: Have other sites been researched that may be better suited to handle the volume of people such as a vacant store front with ample parking?

A: The volume is controlled by our registration. We do not anticipate receiving a lot of vaccinations at first. The township hall will be able to accommodate the volume quite well. Other options are available if needed.

Q: Who will be responsible for making/canceling an appointment?

A: All appointments and cancellations are handled through the online software ArmorVax. We will purchase the software and be reimbursed by the Ohio Department of Health. It is a very simple, easy registration process.

Q: Who will provide any needed supplies and who will handle the support staff?

A: Most supplies are very minimal: bandages, alcohol wipes, etc. The health department will supply the vaccine and the syringe. There is the cost of the

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medical refrigeration which has been purchased. Funding is being sought by way of grants to recoup the costs of approximately \$2,000.

Q: Who is the contact person when there is a problem or a phone call?

A: Kenny King, Community Paramedic, will be the point of contact. His contact information will be on the website.

Q: Will there be onsite security?

A: Other vaccination sites have not needed this due to the registration process. There have been very minimal confrontations. Gahanna Police or Mifflin Police would be notified of any issues.

Mr. Angelou asked if there would be an EMT available on site if someone faints? Assistant Chief Dunlevy said a medic could be on standby with the Trustees' approval.

Administrator White asked about the disposal of the biohazard waste. Assistant Chief Dunlevy said the current disposal service will be used at no additional cost. The waste will be removed after each session.

Administrator White asked where the medical refrigerator will be located? Assistant Chief Dunlevy said it is located at 400 W. Johnstown Road. He said a medical-grade cooler will be used to transport the vaccine for the sessions. Administrator White said she is concerned about the public just showing up. Assistant Chief Dunlevy said there may be a couple instances of this, but there will not be a mass rush.

Mr. Cavener asked if nurses can volunteer to administer the vaccinations. Assistant Chief Dunlevy said nurses and paramedics may volunteer.

Administrator White asked why was 155 Olde Ridenour Road location chosen over the Annex or a fire station? Assistant Chief Dunlevy said the township hall is better suited for the vaccination center with having a large room and small room. He said the township hall is a good location symbolically. We will be one of the first sites in the region. The township hall can accommodate and represent what we do.

Chair Stewart asked if the vaccination site could be limited to Mifflin Township residents only. Assistant Chief Dunlevy said he will follow-up on this; he must research.

Chair Stewart asked about accommodating those in the unincorporated area as many of the residents do not have transportation. Assistant Chief Dunlevy said a shuttle service can be provided and will be simple to arrange.

Chair Stewart asked for the cost of the refrigerator. Assistant Chief Dunlevy said he believes it was about \$2,000 and was purchase with EMS Supply Funds account.

Administrator White asked about the logistics of the shuttle service. Assistant Chief Dunlevy said we have the resources and should be a simple process to set up. Mr. King said we will

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soon see approximately ten other vaccination sites become available which may assist in keeping our vaccination site for Mifflin Township residents.

Mr. Cavener asked if at the end of the day a partial vial of the vaccine remains, could it be given to someone who has not registered. Assistant Chief Dunlevy said no, the State's protocols must be followed. He does not feel there will be many cancellations or wasted vaccines. Mr. King explained the registration process. Mr. King said unused shots could be given out; the shots will not be wasted. The registration software can be defined to minimize wasted vaccines by allowing us to define the vaccination intervals. He said instructions will be given to the public to stay in their car until their appointment time. He does not anticipate any parking issues. Mr. King said greeters could be used at the door to assist with flow and take temperatures. Mr. King said the next station would be for registration. Then the person would move to a station for his/her vaccination. After the vaccination, he/she would sit for a few minutes, then exit out the back door. Mr. Dunlevy said the public could also wait in his/her vehicle after the vaccination for any reaction requiring the medics. Assistant Chief Dunlevy said the vaccine side effects have been minimal.

Assistant Chief Dunlevy thanked the board for their consideration. He said the Fire department is proud to provide the service to the community and appreciates the board's support. Chair Stewart said this is a big deal and the board appreciates the effort put forth.

Chief Kauser said the Fire department felt motivated to do something to help stop the spread of the pandemic as they are directly impacted by caring for the sick people in the community who do not have access to the vaccination. He said he knows as this rolls out that every vaccine helps prevent more injuries and deaths. He said the Fire department felt obligated to help as we have the skills and abilities to do so. Chief Kauser said the fire station is not an appropriate place for the vaccination center as there are not open areas and it is not designed for public assembly. He said the township hall is visible to the public. He would like to be one of the first to be up and running with a vaccination center. He said adjustments can be made along the way, if needed, to continually streamline the process to manage loads. He suggested a field trip to observe another clinic if there were any hesitations about approving the vaccination center.

Chair Stewart said she is concerned about staff safety and requested partitioning in the main hallway. She said staff can enter the building through the back door and not have to come into the communal area. She said she would like one restroom designated as "Staff Only – Unisex" and the other restroom designated for "Public – If needed, Unisex". Chief Kauser said any partitioning will need to be approved by the Fire Marshal. He said locks for the restroom doors and signage will need to be ordered. Administrator White said it would be a good service to the community and the residents. Chief Kauser, Assistant Chief Dunlevy, Chief Dunlevy and Mr. King all committed to minimizing the disruption to the township administrative staff.

Mr. Angelou and Administrator White discussed having a designated phone line for the vaccination information. Fiscal Officer Duff said he thinks the vaccination center is a great idea.

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Mr. King said starting the vaccination center on February 22nd is aggressive, but he will use it as a target date to be as prepared as possible. Mr. King said the date to begin is up to Mifflin Township. When we are ready, that is when we will begin. Administrator White said the locks need to be installed and new carpeting is being laid, but that should not take more than a few days next week. Chair Stewart requested a motion to approve Mifflin Township as a COVID19 vaccination center.

Res. 47-21 Approve Mifflin Township as a COVID19 vaccination center.

Mr. Cavener moved to approve Mifflin Township as a COVID19 vaccination center. Seconded by Mr. Angelou. All voted yea. Motion carried.

Ms. Rapp requested press release quotes from Chair Stewart and Chief Kauser.

Fiscal Officer Duff said he is bringing a resolution before the board which will modify our previous resolution to certify at the Franklin County Auditor the monies that a replacement levy would bring in and a resolution to put the police levy on the ballot. He said the specific changes are modifying Section 3, replacing the word “thirty” with the word “twenty”. Modifying section 4, adding “2021” after the words “current tax year”. He is also requesting authorization to forward his certification of that resolution to the Franklin County Board of Auditors that was missing. He said for the resolution that places the levy on the ballot, we are modifying in Sections 2 and 3, replacing the words “new levy” with “replacement levy”.

Res. 48-21 Approve the changes as presented by Fiscal Officer Duff for our police levy.

Chair Stewart moved to approve the changes as presented by Fiscal Officer Duff for our police levy. Seconded by Mr. Cavener. All voted yea. Motion carried.

Fiscal Officer Duff said the Franklin County Prosecutor’s Office has been very helpful in providing the needed language. It will go to the Board of Elections by tomorrow and then on to the Secretary of State. He said he expects approval by the end of the month. Administrator White said this language is to clarify what was filed. It is not a change to what we are doing, it is just a clarification. Chair Stewart agreed and said it is the same amount of money.

Administrator White reminded everyone that the next meeting is Tuesday, February 16th at 7:00 p.m.

Chair Stewart moved to adjourn the meeting. Mr. Cavener seconded. All voted yea. Motion carried.

Lynn M. Stewart, Chair

Richard J. Angelou, Trustee

Kevin J. Cavener, Vice Chairman

Rick Duff, Fiscal Officer