



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

November 20, 2020

AGENDA ITEM 3.24

TO: Regional Transportation Commission

FROM: James Gee
Service Planning and
Innovation Manager

Bill Thomas, AICP
Executive Director

SUBJECT: Authorization for Memorandum of Understanding (MOU) between RTC and the Washoe County Health District

RECOMMENDATION

Authorize the RTC Executive Director to sign a Memorandum of Understanding (MOU) between the Regional Transportation Commission (RTC) and the Washoe County Health District (WCHD) to allow the creation of a Point of Dispensing plan to work cooperatively in the event of a widespread health emergency.

SUMMARY

In the event of a widespread health emergency, it is important that all community agencies work together towards providing access to care and resources to everyone in our community. As an essential public service transporting thousands of people each day, it is also important not only that RTC have access to such resources for its employees and contractors, but that it also plays a part in making sure that these resources are made available as quickly as possible to our passenger base and other community members. With these goals in mind, the proposed MOU would allow the RTC and the Health District to jointly develop a plan that outlines responsibilities and benefits for each party and addresses how to meet these goals in the event such an emergency arises. The final plan will be forwarded to the RTC Board for approval.

FISCAL IMPACT

There is no fiscal impact associated with the recommended action.

PREVIOUS ACTIONS BY BOARD

There has been no previous board action on this matter.

ADDITIONAL BACKGROUND

The intent of the plan authorized by this MOU is to partner with Health District to allow the RTC to become a point of dispensing location. It is anticipated that the contents of this plan allow:

1. RTC will provide a contact person(s) to work with the Health District to develop a plan for the creation of a POD location and outline the responsibilities and benefits of each party. Among other things, this Plan shall include notification methods of an Emergency by the Health District, critical staff contact information, plan activation, storage, and administration and/or dispensing of medications.
2. RTC will provide physical space for the potential storage of medications and distribution to RTC staff, families, and customer base.
3. The Health District intends to provide training and education to RTC staff who will function in key positions in the administration and/or dispensing of Medications for the Plan. RTC intends to participate in a tabletop, functional or full-scale exercise to test the Plan with support from, and as agreed upon by, the Health District and the RTC.
4. RTC intends to provide to Health District the number of RTC staff and staff family members so that an adequate supply of Medications may be delivered to the RTC upon declaration of an Emergency. The Health District will also provide printed materials (medication fact sheets and medical screening forms) with any Medications specific to the Emergency. The amount and type of Medication supplied by the Health District shall be determined solely by the Health District based on the availability of Medications to the Health District.
5. RTC would not charge rent for any physical space utilized for this effort, nor will there be any charge for medications/vaccinations by the Health District.

Once completed, this plan will be referred to the Commission for their approval.

ADVISORY COMMITTEE(S) RECOMMENDATION

There are no advisory committee recommendations regarding this report.

Attachment

**Memorandum of
Understanding between
Washoe County Health
District and the
Regional Transportation
Commission of Washoe
County**

This Memorandum of Understanding (MOU) is made between the Washoe County Health District (Health District) and the Regional Transportation Commission of Washoe County (RTC) (collectively Party or Parties).

This MOU is intended to outline the understanding between the Parties for the planning and provision of mass prophylaxis in the event of a declared public health emergency. However, the Parties understand that this MOU is intended as a guideline and is not binding on either Party nor does it create any right or entitlement in any third party.

Pursuant to NRS 439.410, the Health District is a public agency with jurisdiction over all public health matters within Washoe County, Nevada.

The Health District, according to the authority granted by the Centers for Disease Control and Prevention (CDC) and the Department of Homeland Security (OHS), provides mass prophylaxis to residents and visitors in Washoe County using antibiotics, vaccinations and/or medical supplies (Medications) from the CDC's Strategic National Stockpile (SNS) in the event of a declared public health emergency (Emergency) Emergencies may involve acts of terrorism, the aftermath and response to weapons of mass destruction or a naturally occurring large scale disease outbreak.

The RTC is an organization capable of receiving and administering and/or dispensing Medications to RTC staff and staff family members in a safe manner. As the RTC provides critical community services including regional transportation services, it is in the interest of all parties to maintain the continuity of operations of RTC services during an emergency by administering and/or dispensing medications to RTC staff and staff family members.

Therefore, it is the intent of the Parties as follows:

1. RTC and the Health District intend to mutually support each other in planning for an Emergency, including RTC providing a contact person(s) to work with the Health District to develop a plan whereby RTC would receive, administer and/or dispense the appropriate Medications to RTC staff and staff family members (Plan). Among other things, the Plan shall include notification methods of an Emergency by the Health District, critical staff contact information, Plan activation, storage, and administration and/or dispensing of Medications.
2. The Health District intends to provide training and education to RTC staff who will function in key positions in the administration and/or dispensing of Medications for the Plan. RTC intends to participate in a tabletop, functional or full-scale exercise to test the Plan with support from, and as

agreed upon by, the Health District and RTC.

- 3. RTC intends to provide to Health District the number of RTC staff and staff family members so that an adequate supply of Medications may be delivered to RTC upon declaration of an Emergency. The Health District will also provide printed materials (medication fact sheets and medical screening forms) with any Medications specific to the Emergency. The amount and type of Medication supplied by the Health District shall be determined solely by the Health District based on the availability of Medications to the Health District.

By: _____ Date: _____
Bill Thomas
Executive Director
Regional Transportation Commission of Washoe County

By: _____ Date: _____
Kevin Dick
Washoe County District Health Officer

SAMPLE