

DIVISION OF LOCAL GOVERNMENT SERVICES  
SHARED SERVICES AGREEMENT  
COVER SHEET

PROVIDER: County of Union COUNTY: Union

RECIPIENT: Borough of Roselle COUNTY: Union

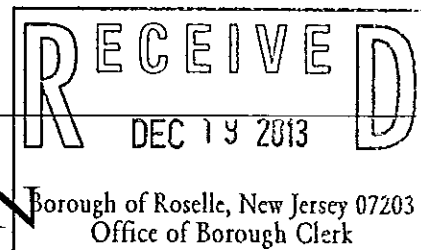
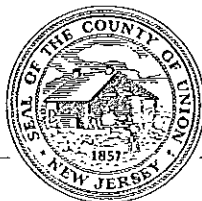
BRIEF DESCRIPTION OF SERVICE:

Shared Service agreement providing public health preparedness and response to bioterrorism

EFFECTIVE DATE: November 6, 2013

EXPIRATION DATE: December 31, 2013

Please submit this cover sheet with shared service agreement either via email to [EGG@dca.state.nj.us](mailto:EGG@dca.state.nj.us) or hard copies may be mailed to the Division of Local Government Services at PO Box 803, Trenton, NJ 08625-0803. Mailed correspondence should be sent to the attention of Shared Services.



# COUNTY OF UNION

OFFICE OF THE COUNTY COUNSEL  
*Robert E. Barry, Esq., County Counsel*

December 16, 2013

**BOARD OF  
CHOSEN FREEHOLDERS**

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*Deputy County Manager*

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*County Counsel*

JAMES E. PELLETTIERE  
*Clerk of the Board*

Rhona Bluestein, Clerk  
Borough of Roselle  
210 Chestnut Street  
Roselle, New Jersey 07203

**Re: LINCS Agreement between the County  
of Union and the Borough of Roselle**

Dear Ms. Bluestein:

Enclosed herewith please find a copy of the LINCS Agreement  
between the County of Union and the Borough of Roselle.

If you have any questions or are in need of anything further, please  
do not hesitate to contact the undersigned.

Very truly yours,

STEVEN H. MERMAN, ESQ.  
Assistant County Counsel

cc: Virginia Franco, Health Officer  
Union County Health Department (w/orig.)

ADMINISTRATION BUILDING

Elizabethtown Plaza

Elizabeth, NJ 07207

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# BOROUGH OF ROSELLE



## RESOLUTION NUMBER 2013-398

### A RESOLUTION CONSENTING TO AND AUTHORIZING A PUBLIC HEALTH SHARED SERVICES PARTNERSHIP AGREEMENT WITH BETWEEN THE UNION COUNTY LINCS AGENCY AND THE BOROUGH OF ROSELLE HEALTH DEPARTMENT FOR PUBLIC HEALTH PREPAREDNESS AND RESPONSE TO BIOTERRORISM, OUTBREAKS OF INFECTIOUS DISEASE, AND OTHER PUBLIC HEALTH THREATS AND EMERGENCIES

WHEREAS, the County of Union has created the Union County Office of Health Management (pursuant to N.J.S.A. 26:3A2-1 et seq., to provide an array of public health services; and

WHEREAS, the New Jersey Department of Health and Senior Services has designed the Union County Office of Health Management as the Local Information Network and Communication System (LINCS) agency for Union County; and

WHEREAS, the LINCS Agency has applied for a Local Core Capacity Infrastructure for Bioterrorism Preparedness Grant with the New Jersey Department of Health and Senior Services (DHSS); and

WHEREAS, in the interest of public health preparedness and response, effective and coordinated countywide public health systems must be created utilizing the valuable assets, talents and experience residing in local health departments and LINCS agencies throughout the State; and

WHEREAS, the local Core Capacity Infrastructure of Bioterrorism Preparedness Grant requires Interlocal health services agreements between the union County LINCS Agency and local health departments to cooperatively work to plan and implement approved activities and work plan and implement approved activities and work plan for Union County; and

WHEREAS, the Roselle Health Department, herein after known as the "Local Health Department," cooperatively work with the LINCS Agency for the planning and implementation of State approved services/activities for bioterrorism, infectious disease outbreaks, and other public health threats and emergencies preparedness and response for Union County; and

NOW, THEREFORE, BE IT RESOLVED, BY THE BOROUGH COUNCIL BY THE BOROUGH OF ROSELLE, in the County of Union, New Jersey, as follows:

1. The Shared Services Agreement between the Borough of Roselle Health Department and the County of Union County LINCS Agency attached hereto is hereby approved subject to such modification and changes as recommended and approved by the Borough Attorney.

## BOROUGH OF ROSELLE



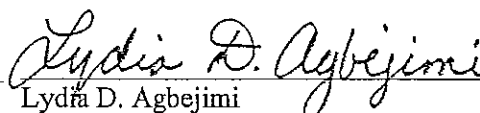
### RESOLUTION NUMBER 2013-398

**A RESOLUTION CONSENTING TO AND AUTHORIZING A PUBLIC HEALTH SHARED SERVICES PARTNERSHIP AGREEMENT WITH BETWEEN THE UNION COUNTY LINCS AGENCY AND THE BOROUGH OF ROSELLE HEALTH DEPARTMENT FOR PUBLIC HEALTH PREPAREDNESS AND RESPONSE TO BIOTERRORISM, OUTBREAKS OF INFECTIOUS DISEASE, AND OTHER PUBLIC HEALTH THREATS AND EMERGENCIES**

2. The Mayor, Borough Administrator or such other officials as necessary and appropriate are hereby authorize to execute and the Municipal Clerk is hereby authorized to attest and affix the Borough seal to the Shared Services Agreement.
3. This Resolution shall take effect immediately.

I, Lydia D. Agbejimi, Deputy Municipal Clerk of the Borough of Roselle, in the County of Union, State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Borough Council of the Borough of Roselle, County of Union, State of New Jersey at a regular meeting of said Council held November 6, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Borough of Roselle in the County of Union and State of New Jersey this 6<sup>th</sup> day of November 2013.

  
Lydia D. Agbejimi  
Deputy Municipal Clerk

**PUBLIC HEALTH SHARED SERVICES PARTNERSHIP AGREEMENT**

**BETWEEN  
THE UNION COUNTY LINCS AGENCY  
AND THE  
BOROUGH OF ROSELLE HEALTH DEPARTMENT**

**FOR**

**PUBLIC HEALTH PREPAREDNESS AND RESPONSE TO BIOTERRORISM,  
OUTBREAKS OF INFECTIOUS DISEASE, AND OTHER PUBLIC HEALTH  
THREATS AND EMERGENCIES**

AN AGREEMENT, entered into between the UNION COUNTY LINCS AGENCY, having its principal office at 300 North Avenue East, Westfield NJ 07090, hereinafter referred to as the UC LINCS and the ROSELLE HEALTH DEPARTMENT, having its principal office at 210 Chestnut Street, Roselle NJ 07203, hereinafter referred to as the "Local Health Department," in the County of Union, New Jersey, to ensure an adequate and appropriate level of countywide participation and collaboration for public health preparedness and response to bioterrorism, outbreaks of infectious disease and other public health threats and emergencies, and in accordance with the requirements of the New Jersey Department of Health and Senior Services' Local Core Capacity Infrastructure for Bioterrorism Preparedness Grant.

WHEREAS, the County of Union has created the Union County Office of Health Management (pursuant to N.J.S.A. 26:3A2-1 et seq., to provide an array of public health services; and

WHEREAS, the New Jersey Department of Health and Senior Services has designated the Union County Office of Health Management as the Local Information Network and Communication System – LINCS – agency for Union County; and

WHEREAS, the LINCS Agency has applied for a Local Core Capacity Infrastructure for Bioterrorism Preparedness Grant with the New Jersey Department of Health and Senior Services (DHSS); and

WHEREAS, in the interest of public health preparedness and response, effective and coordinated countywide public health systems must be created utilizing the valuable assets, talents and experience residing in local health departments and LINCS agencies throughout the State; and

WHEREAS, the Local Core Capacity Infrastructure for Bioterrorism Preparedness Grant requires inter-local health services agreements between the UNION COUNTY LINCS AGENCY and local health departments to cooperatively work to plan and implement approved activities and work plan for Union County; and

WHEREAS, the ROSELLE HEALTH DEPARTMENT, herein after known as the "Local Health Department," cooperatively work with the LINCS Agency for the planning and implementation of State approved services/activities for bioterrorism, infectious disease outbreaks, and other public health threats and emergencies preparedness and response for Union County; and

WHEREAS, the parties to this agreement are authorized to contract for said services pursuant to N.J.S.A. 40A:65-7 et seq.;

NOW, THEREFORE, in consideration of the mutual promises, covenants, agreements and other considerations between the parties, the parties do hereby mutually agree as follows:

**1. General Provisions**

The LINCS Agency Health Officer, his/her Local Core Capacity Infrastructure personnel and other designated staff and the Local Health Department's Health Officer and his/her designated staff shall work in collaboration with each other and in partnership with other the key public health care partners in Union County, including but not limited to offices of emergency management, emergency medical services, local first responders, physicians and health care providers, hospitals and health care facilities, local health departments, academic institutions, and with the New Jersey Department of Health and Senior Services, the New Jersey Division of State Police, New Jersey Department of Environmental Protection, and other State and local public health system members in assessing, planning, implementing, and evaluating plans, activities and services for public health care system preparedness and response, and for protecting the population of Union County from bioterrorism, infectious disease outbreaks, and other public health threats and emergencies.

**2. LINCS Agency Activities**

The LINCS Agency has agreed with the New Jersey Department of Health and Senior Services to build a public health infrastructure unit within its organization by hiring qualified personnel to assist in implementing State approved activities in its Local Core Capacity Infrastructure for Bioterrorism grant, including (EPIDEMIOLOGIST, LINCS COORDINATOR, HEALTH EDUCATOR/RISK COMMUNICATOR, PUBLIC HEALTH NURSE/UC MRC COORDINATOR) and shall perform activities required by the grant , in cooperation with the Local Health Department, for the benefit of all local health department jurisdictions, their municipalities and residents, including but not limited to:

a. Preparedness Planning and Readiness Assessment: Establish and ensure countywide strategic leadership, direction, assessment, and planning/response coordination to ensure readiness, interagency collaboration, local and regional preparedness for bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies within the county.

b. Surveillance and Epidemiology Capacity: Enhance, develop, and ensure the use of statewide, integrated surveillance systems and epidemiologic capacity for the rapid detection and control of unusual outbreaks of illness that may be the result of bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies.

c. Health Alert Network, and Communications and Information Technology: Establish, maintain, and ensure the use of a network that will support exchange of key information and training over the Internet by linking public health and private partners on a 24/7 basis; provide for rapid dissemination of public health alerts and advisories; ensure secure electronic data exchange between public health partners' computer systems; and ensure protection of data, information, and systems, with adequate backup, organizational, and surge capacity to respond to bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies.

d. Communicating Health Risks and Health Information Dissemination: Ensure effective risk communications capacity that provides for timely information dissemination within the county to citizens during a bioterrorist attack, outbreaks of infectious disease, or other public health threat or emergency; train key individuals in communication skills; identify key spokespersons (particularly those who can deal with infectious diseases); develop/disseminate/evaluate printed materials; ensure timely reporting of critical information; develop/implement/evaluate the effectiveness of health education strategies; and effectively interact with the public.

e. Education and Training: Ensure the assessment of the training needs of key public health professionals, infectious disease specialists, emergency department personnel, and other public health care providers related to preparedness for and response to bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies, and ensure the effective coordination, marketing, facilitation and provision of needed education and training to key target audiences through multiple channels, including academic institutions, distance learning, and other sources. Provide trained and ready MRC volunteers to support Local Health Department response activities

f. Strategic National Stockpile: Coordinate the strategic planning to receive, store, stage, and distribute medical countermeasures to the public.

### **3. Local Health Department Activities**

The Local Health Department, pursuant to the terms and objectives of the Local Core Capacity Infrastructure for Bioterrorism Grant and this inter-local agreement, agrees to:

a. recognize the LINCS Agency, its Core Capacity Infrastructure staff, the preparedness/response, as designated by the New Jersey Department of Health and Senior Services, and will work jointly with the LINCS agency to carryout the responsibilities of the LINCS Agency, the Local Health Department and other key local public health system partners in addressing bioterrorism, outbreaks of infectious diseases, and other public health threats and emergencies.

b. with the knowledge and invited participation of the Local Health Department's Health Officer, allow the LINCS Agency Health Officer, Core Capacity Infrastructure personnel, and other designated staff to work within the Local Health Department's jurisdiction and directly with key public health partners and facilities to meet grant

objectives and perform required activities: including but not limited to, annual POD site assessment and review of Local Public Health Emergency and Response Plan.

c. assist in the identification of other local public health system partners within its jurisdiction for inclusion in preparedness planning, surveillance, education/training, communication, and response activities, and to facilitate linkages, communication and the exchange of data/information between those partners, the Local Health Department, the LINCS Agency, and the New Jersey Department of Health and Senior Services.

d. cooperatively work as a partner with the LINCS Agency, and ensure that the Local Health Department's Health Officer and other key staff participate in planning meetings; readiness assessment activities; surveillance monitoring and the collection of data and information; information dissemination and communication, including development and maintenance of the LINCS Community Health Alert and Information Network (CHAIN); education and training; drills and exercises, emergency response and other activities referred to above in 2 (a)-(e); and, provide input and guidance, and assist in and facilitate the performance of required grant activities within its jurisdiction. Cooperate with the LINCS Agency, and other public health care partners to assure the completion of required grant deliverables in accordance with the deadlines established in the Local Core Capacity Infrastructure Grant.

e. annually review the jurisdiction specific all hazards preparedness/response plan, including staff support and involvement that assures the appropriate implementation of the plan and public health emergency response within the Local Health Department's jurisdiction. Identify appropriate number of sites to operate Points of Distribution (POD) to distribute medical countermeasures to the entire population of the jurisdiction within in 48 hours of the decision to do so. Develop and annually review POD specific site plans that include (a) Security Plan, (b) Core Management Staff, and participate in annual training and exercise as required by NJDHSS in accordance with the established federal standards and guidance.

f. provide appropriate facility for storage for the SNS assets and materials designated for the jurisdiction. Make available all personnel and resource inventory reports required for annual State and federal Centers for Disease Control (CDC) audits.

g. ensure the availability of the Local Health Department's Health Officer and other key staff are available on a 24/7 basis to exchange data and information with the LINCS Agency to respond to, investigate, collect/submit specimens, activate and operate Points of Distribution sites; and implement measures to control illnesses or other health threatening conditions resulting from bioterrorism, outbreaks of other infectious diseases, and other public health threats and emergencies within its jurisdiction.

#### **4. Mutual Aid**

In the event of a bioterrorist event or incident, outbreak of infectious disease, or other public health threat, emergency event or incident, the LINCS Agency and Local Health Department agree to provide each other and any other local health department with mutual aid in the form of human resources, materials, supplies, equipment, etc to



support the public health response to the incident, contain the threat, and protect the public's health. Mutual aid shall be requested and provided for large-scale incidents or other incidents that exceed the available resources of the impacted local health department, or that would otherwise result in an inadequate public health response. Mutual aid involving multiple local health department jurisdictions within the county will be coordinated by the LINCS Agency, the Local Health Departments, and municipal and county Office of Emergency Management. For multi-county incidents, mutual aid will be coordinated by the county OEM in cooperation with the LINCS Agencies and the effected local health departments, in cooperation with those counties.

**5. Cost of Agreement**

There is no cost to the Local Health Department nor the municipalities within its jurisdiction associated with the provision of services and the implementation of activities under this Agreement. However, the Local Health Department will designate appropriate staff and provide for the fullest participation of the Health Officer and other key personnel to support and implement activities under this Agreement.

**6. Term of Agreement**

This Agreement shall take effect on \_\_\_\_\_ (DATE) and shall remain in effect unless terminated by either party in accordance with section 7, below.

**7. Termination**

This Agreement may be terminated by either party upon written notice by the party desiring to terminate said agreement. Such notice shall be given no later than sixty (60) days prior to the termination date.

**8. Approval**

This Agreement and any amendments hereto, shall be subject to the formal approval of the Health Officer of the LINCS Agency and the Health Officer of the Local Health Department, and their respective governing bodies as required. The Agreement shall be submitted for review and acceptance of the New Jersey Department of Health and Senior Services, Division of Local Health and Emergency Services.

**9. Copy**

a. A copy of the fully executed Agreement is to be maintained on file at the administrative offices of both the Local Health Department and LINCS Agency, and are subject to review by the DHSS and other interested parties as provided by the Open Public Records Act.

b. In accordance with N.J.S.A. 40A:65-7, a copy of this fully executed agreement shall be filed by the local authorities with: NJDCA, Division of Local Government Services, 101 South Broad Street, PO Box 803, Trenton, NJ 08625-0803.

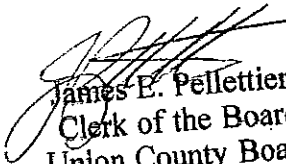
**10. Statutory Authority**

Nothing in this Agreement shall be construed as a weakening or diminishing of the Local Health Department's, LINC'S Agencies, and/or DHSS' statutory authority or responsibility to provide public health services.

WE, THE UNDERSIGNED consent to the contents, terms and conditions of this Agreement.

**a. For the LINC'S Agency:**

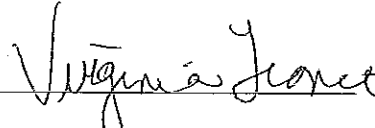
\_\_\_\_\_ (AUTHORIZED AGENT, LINC'S AGENCY)

  
James E. Pelletiere  
Clerk of the Board  
Union County Board  
of Chosen Freeholders

Signature:  \_\_\_\_\_

Date: 12/2/13

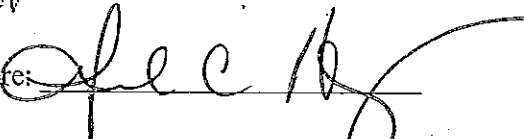
Virginia Franco (HEALTH OFFICER, Union County LINC'S AGENCY)

Signature:  \_\_\_\_\_

Date: 11/26/13

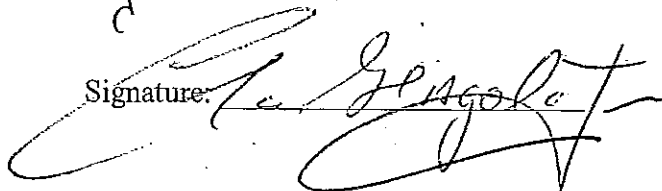
**b. For the Local Health Department**

Jamel C. Holley (AUTHORIZED AGENT, ROSELLE HEALTH DEPARTMENT)  
Mayor

Signature:  \_\_\_\_\_

Date: 11-19-13

Charles G. Grogola Jr. (HEALTH OFFICER, ROSELLE HEALTH DEPARTMENT)

Signature:  \_\_\_\_\_

Date: 11-14-13

