

Emergency Response Group Meeting

Agenda and Notes

Chair: Michael D. Pelletier, CEO
Recorder: Stephanie Maclaurin
Location: Zoom Call, April 7th, 2020
Time: 9:30 a.m.



Agenda Order	Agenda Topics	Person(s) Responsible
1.	Opening Prayer	All
2.	Agenda Overview – request to add additional items	All
3.	Surveillance Activities Update a) Surveillance Tracking System	a) Surveillance Coordinator
4.	Emergency Response and Public Health Measures Activities Update a) Security Checkpoint Update b) Food Distribution Program Update	a) Community Emergency Management Coordinator b) Emergency Preparedness Coordinator
5.	Health Services and Corpse Management Activities Update a) Health Services Update	a) Community Health Nurse
6.	Vaccine & Antivirals Activities Update	
7.	Communications Activities Update: a) Call Centre Update b) Website/Newsletter Update	a) Community Inquiry Coordinator b) Public Information Coordinator

Emergency Response Group:	
1. Peter Collins – Chief	11. Michele Blais – Community Evacuation Coordinator
2. Michael Pelletier Jr – CEO	12. Myra Bannon – Education Authority
3. Derek Johnson – Police Rep.	13. Morris Decorte – Property Maintenance
4. William G. Solomon – Fire Chief Rep.	14. Cheryl Szyja – Emergency Site Manager
5. Michael Pelletier Sr – Public Works Rep.	15. Serena MacLaurin – Community Health Rep.
6. Karen Bannon – Emergency Preparedness Coordinator & Medical Health Authority Rep.	16. Agnes Rissanen – Community Health Nurse
7. Shannon Crews – Social Services Rep.	17. Stephanie MacLaurin – Health and Wellness Worker
8. Serena MacLaurin – Emergency Medical Services Rep.	18. Kristy Boucher – Public Information Coordinator
9. Ian Bannon – Community Emergency Management Coordinator	19. Brice Morriveau – Community Inquiry Coordinator
10. Lori Payne - Finance Rep.	20. Brandy Morris – Surveillance Coordinator

Roll Call: Mike D. Pelletier, Pete Collins, Karen Bannon, Luanne Maki, Ian Bannon, Myra Bannon, Michele Blais, Cheryl Szyja, Shannon Crews, Lori Payne, Agnes Rissanen, Serena MacLaurin, Derek Johnson, Rob Pelletier, Sheldon Bannon, Brandy Morris, Brice Morriseau, Esther Pervais, William G. Solomon, Mike Pelletier Sr., Angela Collins, Stephanie MacLaurin

3. Surveillance Updates

A) Surveillance Tracking System

- Brandy emailed emergency response team security checkpoint list with questions to ask
 - keeping symptomatic people accountable and responsible for self-isolating
 - Yvonne will continue to follow up with people self-isolating
 - recommending that they have supplies so they can isolate themselves
 - law that needs to be enforced and there is a line that we can call when someone isn't following isolation rules
 - contact with TBDHU to monitor cases and contact with FWFN - need to get information to security
 - Mike is working on manual for security
 - Brandy can work on a training session for PPE safety
 - Ian to send security manual and protocol to Brandy
 - Brandy is added to Lance's contact at TBDHU who will notify her of COVID cases and she will distribute the information to the necessary people on our emergency response list - Mike said to funnel list through Karen instead of the whole group to determine best way to disseminate information

4. Emergency Response and Public Health

- Measures Activities Update
 - New Travel Restrictions - starting Friday at 6 PM community lockdown - - hope to have Andrew deliver notice –
 - health centre has a lot of work to do - need to prepare security and our call centre for influx of questions around rules and regulations
 - Karen prepping for Friday for all hands on deck
 - first priority is addiction and medicine protocol plan - distribution of meth/subox with coordination from centres in town - would like to have Loretta working on that full time from now until Friday.
 - second priority is food security and distribution centre - we only have 200 food boxes stocked - order for another 350 which will take us to 500 boxes and includes baby wellness - buying frozen fish from fisherman –
 - Will do another call out - have a call this afternoon to discuss tightening up emergency response priority list - 1. Elders 2. Cardiovascular... 3. Chronic lung disease 4. Immune suppression... 5. Diabetes 6. Pregnant 7. those on disability
 - need to refine protocol re: people on medication, child welfare, zoning for food and pharmacy
 - Ian to have Tina develop zoning protocol - finalize the food distribution centre budget (Luanne, Lori, Shannon, and Esther in a meeting at @ 2 PM -) have that ready for tonight for council

- Security Checkpoint Update
 - Moving along well and continuing to develop protocol as response develops
- Public Health Measures
 - Need people with specific skills in the health centre - requesting Cathy, Loretta, Brice, Brandy - will keep space and follow current protocols for social distancing
 - Assign rolls for 1. education coordinator to streamline resources - Myra to take care of that roll and 2. Morris to coordinate donations that are provided to the community

5. Health Services and Corpse Management Activities Update

A) Health Services Update

6.Vaccine and Antivirals Update

7.Communications Activities Update

A) Call Centre Update

- Emails set up 1. Emergencyresponse@fwfn.com and 2. COVID19@fwfn.com - Brice and Cheryl will monitor for call centre - Luanne message Penny for call centre phone number but will have calls forwarded to Cheryl's phone if line is busy or unanswered - has to see if the computer will work - where will the OATC site be? Intended to go at the dilico Ram clinic - Brice will relay to Loretta to take over

B) Website Update

- Kristy not feeling well so no update but she is still able to post to the website from home - can send to Kristy - Trying to get notifications out
- Karen had one question - who is the back up for Kristy? Brittany can post on facebook but do not know who is back up for the website, get Christina ready for back up so she can update as well
- Brice - families are not feeling supported - what options can we provide when parents aren't happy with plan – possibly going to have to do the facetime thing