

Emergency Response Group Meeting

Agenda

Chair: Michael D. Pelletier, CEO
Recorder: Christina Thiessen
Location: Zoom Call, April 29th, 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.	Action Items	All
4.	Surveillance Activities Update a) Surveillance Tracking System b) Neighbourhood Watch Colour Code System Update	a) Surveillance Coordinator b) Health Services Manager
5.	Emergency Response and Public Health Measures Activities Update a) Security Checkpoint Update b) Food Distribution Program Update c) Household Assistance Program	a) Community Emergency Management Coordinator b) Emergency Preparedness Coordinator c) Chief Executive Officer
6.	Health Services and Corpse Management Activities Update a) Health Services Update	a) Community Health Nurse
7.	Vaccine & Antivirals Activities Update	
8.	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
	21. Luanne Maki- Health Centre Manager
	22. Christina Thiessen- Executive Assistant

Roll Call: Michael Pelletier Jr., Peter Collins, Christina Thiessen, Amanda Collins, Brandy Morris, Karen Bannon, Dan Gelmich, Ian Bannon, Lori Payne, Michele Blais, Shannon Crews, Stephanie Maclaurin, William Solomon, Myra Bannon, Derek Johnson (APS), Cheryl Szyja, Luanne Maki, Agnes Rissanen, Esther Pervais, Michael Pelletier Sr., Serena Maclaurin, Sheldon Bannon

1. Opening Prayer- Amanda Collins

2. Additional Agenda Items

Update from Chief Peter Collins

- ONWA- access to resources- food baskets. Contact with ONWA: Cora Lee

3. Action items- from April 28th, 2020

- Surveillance activity- process for when we have COVID case in FWFN
 - Meeting set up with Mike, Karen, Brandy, Luanne, Agnes, APS
- APS- to follow up with those members who had been travelling- reminder to self isolate
 - Will send follow up email
- Emergency Response Team will continue to follow up with those homes displaying coloured flags.
- Mental health- flyer to community- re: stigma on getting tested
 - Will go out with weekly newsletter
- Thermal temperature reading- protocol for testing high temperature
 - Health team working together to review and develop
- Any information going out to community needs to be given to COVID-19 Call Center Staff answering phone lines: Cheryl, Serena, Myra
- Action items will be categorized by Item, Date, Person or Department responsible
 - All items will be reviewed at Friday meetings, with follow up on Mondays.
 - Unless other date is stated

4. Surveillance Activities Update- including tracking

- Working with Lance from the health unit
 - Updated to case #69
- Protocol review- Sent to review by Director, manager, Nurse, CEO
 - Recommendation to test mock training
 - Reach out to Jamie at Nokiwin to test process
 - Protocol discussion- meeting with Mike, Karen, Brandy, Luanne, Agnes, APS
 - Discussion on if anyone tested positive- can they be provided necessary supplies
 - Water, Food, Electronic communication
 - Hotel possibility- less chance to spread to family member, however ventilation system may not be as great as hospital

- If someone in home tests positive, will further test whole household
- Review of case reports- in Ontario
 - Pattern of decline
- Tracking of any members who had been travelling- continue to recommend to self isolate.
 - Recommendation to be tested to be cleared
- Chief Medical Officer- Policy reports
 - Vendor policy in Ontario- process for opening
- Discussion on how to get testing station set up in community
- Discussion on mandatory wearing masks in community- if out in public
- Flag system- ongoing checks within homes displaying colours
 - Health team has rotating schedule. Including mapping of areas with addresses
 - Anyone who did not receive packages can call the call center
 - Newsletter- Reminder to community- Only use if you are sick

5. Emergency Response

A) Security Checkpoint Update

- Having a point person on each shift- has helped
- Using thermometer to identify fever- protocol

B) Food Distribution Program

- Food distribution
 - Will be changing up the items
 - Meat distribution- Approx. \$100 worth of meat.
 - Process will take 2-3 weeks
 - Local beef- superior meats- all meat vacuumed and labeled. Food certification.
 - Off Reserve program
 - have approx. 100 baskets prepared (One-time delivery)
 - Strictly City of Thunder Bay residents- no further addresses
 - Ongoing updating of addresses
 - Councillors to confirm who is able to attend

C) Household Assistance Program

- No update for today

6. Health services update

- Testing can be done- door stop or drive through options
 - Arranged through nurse (Agnes)
- Recommendation to source those making homemade masks

7. Vaccine & Antivirals Activities Update

- No update for today

8. Communications Activities Update

a) Call Centre Update- Emergency Response Call Center

- More elder calls coming in- providing information- Forward information at the end of day

B) Website/Newsletter- Notice to community

- Website- ongoing updates posted as sent in
- Discussion on possibly uploading things faster to social media
 - Christina available to post- some social media pages
- Emergency Response Group- Memo out to community
 - ongoing update of stats.
 - to include any other important information

Action Items

Action Item	Date to review	Person/Department Responsible
<ul style="list-style-type: none">• Protocol review- if tested positive for COVID<ul style="list-style-type: none">○ Protocol for thermometer reading- if fever displays	Friday May 1, 2020	Meeting will take place with: Mike, Karen, Luanne, Brandy, Agnes, APS
<ul style="list-style-type: none">• Review of Chief Medical Officer- policy report<ul style="list-style-type: none">○ Including Vendor Policy review	Friday May 1, 2020	Health department- Serena Maclaurin
<ul style="list-style-type: none">• Newsletter out to community- Flag system- if anyone hasn't received flag- contact COVID call center	As soon as possible	Health department staff (add name- unknow)