

Emergency Response Group Meeting Agenda & Notes



Chair: Michael D. Pelletier, CEO
Recorder: Christina Thiessen
Location: Zoom Call, May 1st, 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 c) Household Assistant Program	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
8.	Review Action Items	

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, Angela Collins, Christina Thiessen, Amanda Collins, Brandy Morris, Karen Bannon, Dan Gelmich, Ian Bannon, Luanne Maki, Esther Pervais, Lori Payne, Stephanie Maclaurin, William Solomon, Myra Bannon, Derek Johnson, Rob Pelletier, Serena Maclaurin, Sheldon Bannon, Michael Pelletier Sr., Kristy Boucher

1. Opening Prayer- Sheldon Bannon

2. Additional Agenda Items

Update Chief Collins- and CEO Michael Pelletier

- Food distribution- Elders off reserve- happening today (Friday May 1st, 2020).

- **Training development**
 - Using Nokiiwins service to help develop training/ Working with Ian and Brandy.
 - Mock situation to prepare

3. Surveillance Activities Update- including tracking

- Discussion- protocol review- temperature reading
 - What process will be for those who refuse
 - Penalties will be accordance with bylaw
- Working with Lance from the health unit
 - Updated to case #70
- Received process and recommendations of opening stores- COVID-19- Workplace Safety & Prevention Services
 - Breakdown of area
 - Will discuss with Lance & TBDHU- recommendations to opening
- APS- delivery to members- recommendations to quarantine for 14 days
 - If members not willing to abide
 - Review by laws
 - Possibly reported to quarantine officer
 - Testing for negative results
- Process for when we do have confirmed case
- Reviewing protocol for when stores open
- **Neighbourhood Watch-** House Flag System
 - From staff doing the watch, then to the call center, then to Brandy- will then determine which stream of medical care
 - Staff use checklist by area
 - If Yellow or Red flag displayed- process for follow up
- PPE order placed with Global Hydration

4. Emergency Response

A) Security Checkpoint Update

- Responding to council inquiries
- Staff appreciation for security

B) Food Distribution Program

- Food distribution
 - **Off reserve**
 - 36 deliveries scheduled for today (Pete, Jenny, Kyle, Tony)
 - Ongoing registration
 - Off reserve elders need to confirm address with Call Center
 - Will have second delivery date for anyone who is missed
 - **Pickup System**
 - Next order will be the meat order
 - Processing payment, then delivery
 - Confirmed distribution list
 - Review produce delivery
 - Any spoiled vegetables can possibly be used for fertilizing

C) Household Assistance Program

- **Discussion**
 - Ongoing- review of program description

5. Health services update

- Ongoing review of documents- sent by Brandy
 - Will be part of 11:00am meeting
- Can be available to members who need service when calling “on call” phone.

6. Vaccine & Antivirals Activities Update

- No update

7. Communications Activities Update

a) Call Centre Update- Emergency Response Call Center

- No update for call center
- Call center phone active Monday-Friday 9:00am-4:00pm
 - Phone prompts to call- On call phone
 - Call add to information for after hours and weekends

B) Website/Newsletters- Notice to community

- Flyer delivery- printing this morning
- Website-ongoing update as sent in

Additional Agenda Items:

Chief & Council

- Next meeting scheduled Friday May 1st for 4:30 pm
- Bylaw is enforceable

8. Review All Action Items for Week of April 27th- May 1, 2020

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 when we have case in community ○ Protocol for thermometer reading- if fever displays 	As soon as possible	Meeting will take place Friday May 1 at 11:00am: Mike, Karen, Luanne, Brandy, Agnes, Serena, APS
<ul style="list-style-type: none"> • Review of Chief Medical Officer- policy report <ul style="list-style-type: none"> ○ Including Vendor Policy review 	Review taking place today.	Health department- Brandy and Serena to review
<ul style="list-style-type: none"> • Newsletter out to community- Flag system- if anyone hasn't received flag- contact COVID call center 	Completed	Health department staff to input correct information
<ul style="list-style-type: none"> • Mental Health- flyer to community, re: stigma on getting tested 	Tuesday May 5 th , 2020	Mental Health Department- Stephanie Maclaurin
<ul style="list-style-type: none"> • Meeting with FWFN Stores <ul style="list-style-type: none"> ○ Discuss reopening and bylaws to be followed 	Friday May 1 st , 2020	Meeting will take place 3:00pm with: Mike (CEO), Pete (Chief), FWFN Stores
<ul style="list-style-type: none"> • APS to issue letter- to members not following Quarantine Act. 	Monday May 4 th , 2020	APS
<ul style="list-style-type: none"> • Training development <ul style="list-style-type: none"> ○ MOCK situations to prepare 	Friday May 8 th , 2020	Nokiiwin- Jamie Scrimger, Ian Bannon, Brandy Morris

<ul style="list-style-type: none"> • Neighbourhood watch- flag system <ul style="list-style-type: none"> ○ Updated newsletter ○ Include after hours/weekends to use ON CALL phone line 	Completed	Health team to update
<ul style="list-style-type: none"> • PPE Order with Global Hydration • Payment review for order 	Completed – to be reviewed Friday May 8 th , 2020	Nokiiwin- Jamie Scrimger FWFN Staff to review finance process to make payment
<ul style="list-style-type: none"> • Food distribution- off reserve <ul style="list-style-type: none"> ○ Scheduled for Friday ○ Second delivery following week for those who miss ○ Ongoing registration for off reserve elders to update addresses 	Ongoing- May 8 th , 2020	Amanda Collins- leading team
<ul style="list-style-type: none"> • Funding for food distribution- review of draft proposal 	Monday May 4 th , 2020	Luanne- Health manager preparing
<ul style="list-style-type: none"> • RFDA Food donation- review items for freshness <ul style="list-style-type: none"> ○ Possibly use for fertilizer. Will decide if going to community garden or member pickup 	Friday May 1 st , 2020	Dan Gelmich, Karen Bannon, Luanne Maki.