

**Emergency Response Group Meeting
Agenda & Notes**



Chair: Michael D. Pelletier, CEO
Recorder: Christina Thiessen
Location: Zoom Call, May 8th, 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	Chief Executive Officer

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, Jamie Scrimger, Esther Pervais, Michele Blais, Shannon Crews, Stephanie Maclaurin, William Solomon, Myra Bannon, Serena Maclaurin, Sheldon Bannon, Michael Pelletier Sr., Cheryl Szyja, Luanne Maki, Angela Collins

1. Opening Prayer- Luanne Maki

2. Additional Agenda Items

Reports to Chief & Council- from each agenda item. Please forward briefing to CEO- then will be put into report.

3. Surveillance Activities Update- including tracking

A) Surveillance Activity

- Working with Lance from the health unit
- Updated to case #77
- Finalized document protocol – ongoing updated of security manual
 - HR to update

B) Neighbourhood watch program- updated information going out to community

- Tracking by date of letter distributed. Going forward will include start and end date. Will update protocol. Also too update security.
- Discussion on releasing names of those being tracked
 - Not to release individual names, but having bylaw officer do checks

4. Emergency Response

A) Security Checkpoint Update

- Discussion on location of checkpoints
- Working with security staff
 - Ongoing meetings with staff
 - Will provide update information from manuals and protocols

B) Food Distribution Program

- Food distribution
 - **On Reserve Elders (65+)**
 - A lot of calls about the age change for off reserve to 60. Will add to council agenda. Current funding is for 65+
 - **Off reserve**
 - Deliveries out today, some are doing pickups
 - Ongoing registration
 - Need to confirm address with Call Center

- Elders have been calling in to update, do not have everyone's contact phone number or address
- Will provide membership department address and phone number updates
 - Will be doing additional delivery- a lot of elders missed registration dates.
- **Pickup System**
 - Preparing meat package
 - Waiting for confirmation of date to put in newsletter. Tentative date of May 15th
 - Will continue to let members know this program is not bi-weekly.
 - As food is available

C) Household Assistance Program

- **Discussion**
 - update possibly after council meeting next Monday

5. Health services update

- No update

6. Vaccine & Antivirals Activities Update

- No update

7. Communications Activities Update

a) Call Centre Update- Emergency Response Call Center

- Busy with calls, will let members know the food pick up program will not be biweekly. Instead program will be as we have food available.
- 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 today
- Website- additional area with videos from health center

C) Communication to Community- Playgrounds are closed

Additional Agenda Items:

Discussion- programming for youth

- Working on packages to go out to youth - including crafts, board games, recreation supplies

- Discussion on reaching out to other FWFN made by community groups
 - Are there ways to support these groups

Next Steps

- Next steps to be discussed next meeting

Mental Health

- Meeting took place yesterday; parents and children are used to structure of schooling
- Mental health week
 - Working to include activities for different age groups

Chief & Council

- Next meeting scheduled- Monday May 11th, 2020

Action Items

Action Items	Date to review	Person/Department Responsible
<ul style="list-style-type: none"> • APS to issue letter- to members not following Quarantine Ace. 	Completed	APS
<ul style="list-style-type: none"> • Security- go over protocol for when those passing through have been out of the country 	Ongoing	Security Dept. working with Surveillance and HR.
<ul style="list-style-type: none"> • Mental Health- flyer to community, re: stigma on getting tested 	Completed	Mental Health Department- Stephanie Maclaurin
<ul style="list-style-type: none"> • PPE Mask Delivery 	Completed	Jamie from Nokiiwin-delivery to 3 departments.
<ul style="list-style-type: none"> • Update to Media- FWFN still on lockdown 	Completed- Going out today	Chief Executive Officer
Action Items- May 8 th 2020	Date to review	Person/Department Responsible
<ul style="list-style-type: none"> • Additional report to Chief & Council. – weekly update specific to each agenda items 	Monday May 11 th	All parts of Emergency Response Group
<ul style="list-style-type: none"> • Update protocol and security manuals- update to include start 	Monday May 11 th	Surveillance/Tracking team and HR

and end dates of self isolation/quarantine period.		
<ul style="list-style-type: none"> • Education- Asymptomatic 	As soon as possible	Health department
<ul style="list-style-type: none"> • Signage for parks being closed 	As soon as possible	Public works- Michael Pelletier Sr.