

**Emergency Response Group Meeting  
Agenda & Notes**



**Chair:** Michael D. Pelletier, CEO  
**Recorder:** Christina Thiessen  
**Location:** Zoom Call, August 26<sup>th</sup>, 2020  
**Time:** 9:30 a.m.

<b>Agenda Order</b>	<b>Agenda Topics</b>	<b>Person(s) Responsible</b>
1.	Opening Prayer	All
2.	Agenda Overview – request to add additional items	All
3.	Positive Story Discussion	
4.	Surveillance Activities Update a) Surveillance Tracking System	a) Surveillance Coordinator
5.	Emergency Response and Public Health Measures Activities Update a) Bylaw enforcement update b) Food Distribution	a) Community Emergency Management Coordinator b) Emergency Preparedness Coordinator
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
9.	Review Action Items	Chief Executive Officer

<b>Emergency Response Group:</b>	
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., Christina Thiessen, Cheryl Szyja, Esther Pervais, Jamie Scrimger, Myra Bannon, Michael Pelletier Sr., William Solomon, Rebecca Arthur, Amanda Collins, Brandy Morris, Ian Bannon, Lori Payne

**1. Opening Prayer-** Michael Pelletier Jr.

**2. Additional Agenda Items-**

- **Discussion in each area- Pros/Cons will fit into upcoming review of pandemic plan**
- **6-month review of pandemic plan- what can we improve upon. Will be updated in coming months.**

**3. Positive Story Discussion**

**Update Chief Collins- and CEO Michael Pelletier- none**

**4. Surveillance Activities Update- including tracking**

- Working with Lance from the health unit
  - Updated to case # 104
- Ongoing reminders to community
  - Neighbourhood watch flyer ongoing
  - Keep practicing social distancing
- PROS/CONS
  - Neighbourhood watch program
  - Volunteer list could be utilized more
  - Phone tree discussion
  - Discussion on return to school and return to work plans. Aligning together to give support to our staff.
  - Communication improvement
  - Purchasing Agent- Assisting with departments. Centralizing all requests to be sent to.
- Next management meeting on Friday. Each manager should be going through the return to work plans with their team to discuss and give recommendations.
- All pandemic activities including checks for flags, etc. Are still happening. We are going to continue the neighbourhood watch program.
- Agenda item for next weekend- review the pro/con list again.

**5. Emergency Response**

**A) Security & Bylaw Enforcement Update**

- Discussion- bylaw officers working in community, can/should they stay on longer if possible
- Land code- information and then vote to take place

**B) Food Distribution Program**

- Food distribution-

- PROS/CONS
  - Storage Facility would be useful
  - Having set plan, not to have to change staff into as many different roles
  - Update Pandemic Plan-to include when we do security check points and food distributions. Including how long to keep security check points open.

**6. Health services update**

- PROS/CONS
  - Very helpful to have the information given to us.
  - Were able to provide the community all health updates

**7. Vaccine & Antivirals Activities Update**

- No update

**8. 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 tomorrow
- PROS/CONS
  - Call Center worked very well. Communication between staff was great. Had enough staff on hand to receive most calls, any messages were returned.
  - Communication with our community.
    - More focus on the website. Including a campaign website launch

**Additional Agenda Items:**

**Chief & Council**

- Next meeting scheduled- September 2020

**9. Action Items**

Action Items	Date to review	Person/Department Responsible