

**Emergency Response Group Meeting  
Agenda & Notes**



**Chair:** Michael D. Pelletier, CEO  
**Recorder:** Christina Thiessen  
**Location:** Zoom Call, September 22<sup>nd</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	a) Community Bylaw Enforcement Officer
6.	Health Services and Corpse Management Activities Update a) Health Services Update	a) Community Health Nurse, Community Health Representative
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., Peter Collins, Christina Thiessen, Karen Bannon, Brice Morriveau, Amanda Collins, Esther Pervais, Jamie Scrimger, Lori Payne, Shannon Crews, Michael Pelletier, William Solomon, Wyatt Bannon, Ian Bannon, Myra Bannon, Rob Pelletier, Serena Maclaurin, Sabrina Maclaurin

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

### **2. Additional Agenda Items-**

- Discussion- FWFN Office Reopening plan

### **3. Positive Story Discussion**

#### **Update Chief Collins- and CEO Michael Pelletier**

- Message from the Chief:
  - Awareness of what is happening in Northwestern Ontario
  - Red Lake has shut down school due to Covid. Need to be aware.
  - Aware/Promote the flu shot. Goal is to have adequate supplies to provide all members flu shots.
  - Community Health Representative will provide group with information on flu vaccines and how much FWFN is getting. Action Item.

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

- Discussion on substitute while staff on leave. Will have Serena from health department assigned to role to back up Brandy.
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- Ongoing Neighbourhood Watch. Instead of having daily wellness checks
  - Ongoing use of the COVID hotline
- How can we utilize bylaw officers? Including at stores with PPE.
  - What happens when businesses are not following Health Rules.
  - Recommendation: Letter from Chief & Council. Having support from health staff, giving correct information. Will help keep community healthy and clean. Will help prevent having to close whole community down. stating requirements of what needs to be followed. Bylaw and Health team to draft and forward to CEO for Council to review and approve. Action Item.
- Discussion, how to hype of service.
- Stress to leadership and community partners, we are not letting our guard down.
- Going forward we will continue to have programs/services provided virtually.
- Discussion on communication with schools on students who are sick.
  - The schools are not able to let us know individual student information, it filters through the health unit. If we can find out from the health unit, all reports of school children not attending due to Covid related symptoms.
  - Faster turnaround time for COVID testing for FWFN students.

- Myra to ask board trustees to discuss (access to student sickness information) at the board level of Catholic and Public School boards. Sabrina to check with health unit on access to student sickness information. Action Item.
- Christina to review potential case protocol include tracking of student sicknesses. Action Item.
- Have to keep watch of children daycare age, or long-term care

## **5. Emergency Response**

### **A) Bylaw Enforcement Update**

- Discussion on protocols set by the provincial government. Can have APS issue those penalties. If organization has more than 10 people in building, will be fined, etc.
- Inform community what rules are out there, besides the bylaws. Explain the other regulations that can be enforced. Action Item.
- Discussion on spot checks. They are currently completing.
- Can work with health department doing surveillance. Reporting back to them. They will meet and brainstorm ideas to have bylaw enforcement worked into surveillance system. Action Item.

## **6. Health services update**

- Update from Nurse- no updates.
- Have reached out to District Health Unit. Will continue to provide updates
- Awaiting results on running the flu shot clinic
- Drive through testing taking place- estimate of 4-6 weeks in between. Approx. will be middle of October
- Flyer notifying parents that Dilico is offering 24hr turnaround testing if children are presenting
  - Will find out if they can do swab testing for children. Action Item.
- Results of drive through testing. Tested 22 people, came back negative.

## **7. Vaccine & Antivirals Activities Update**

- Discussion takes place on monitoring this area more closely and to start planning for it.

## **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 ongoing

**Additional Agenda Items:**

**Office Reopening Plan**

- We do have our approved office reopening plan, some pieces missing, but office parts are mostly complete.
- Have decided to extend reopening for additional week. Will be discussing as agenda item at Directors meeting, including review of action items for reopening plan.
- Discussion by Group: how do we measure if we are ready.
  - Would like renovations more complete.
  - Phone system not completely working.
  - Ongoing review of action list to have complete before we open. Broken down to specific tasks.
  - Hiring someone to screen for staff.
  - Can we limit the public?
  - Pick up/Drop off. Meeting by appointment only. Can only take place in specific places. Need to be scheduled. Before/after protocols to be followed.

**Chief & Council**

- Next meeting scheduled- Wednesday September 23<sup>th</sup>, 2020

**9. Action Items**

Action Items	Date to review	Person/Department Responsible
<ul style="list-style-type: none"><li>• Flu Shot Clinic - Communication from health department. Usually have flu shot clinic/delivery to elders.</li><li>• Will update if we can provide enough for everyone in community</li></ul>	Will provide information at next meeting.	Health Department- Sabrina & Serena
<ul style="list-style-type: none"><li>• Community Notice. Jointly drafted by bylaw officers and health team.</li></ul>	As soon as possible	Bylaw officer & Health department

<ul style="list-style-type: none"> <li>• Including bylaw details, and health details. Mask requirements.</li> <li>• To be signed by Chief &amp; Council</li> </ul>		
<ul style="list-style-type: none"> <li>• Review potential case protocol. Adding school surveillance and students who get sick.</li> </ul>	As soon as possible	Executive Assistant to update document
<ul style="list-style-type: none"> <li>• Communication with school board trustees/health unit and request to access student sickness information.</li> </ul>	Next meeting	Education Department- Myra. Working with Scott & Phil representatives from FWFN who are on the board. ; Sabrina to ask Health Unit for Access to information on student sicknesses.
<ul style="list-style-type: none"> <li>• Flyer to go out: 24hr testing: targeted at parents, for children needing to be tested.</li> </ul>	Next Flyer	Serena Maclaurin
<ul style="list-style-type: none"> <li>• Meeting to be scheduled between bylaw officers and CHR team. Re: Adding bylaw enforcement to surveillance system.</li> </ul>	Will review next meeting	Bylaw officer- Wyatt Bannon working Sabrina and Serena.