

**Emergency Response Group Meeting
Agenda & Notes**



Chair: Michael D. Pelletier, CEO
Recorder: Christina Thiessen
Location: Zoom Call, November 3rd, 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.	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

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, Cheryl Szyja, Lori Payne, Sabrina Maclaurin, Dan Gelmich, Ian Bannon, Brice Morriseau, Esther Pervais, Myra Bannon, William Solomon, Amanda Collins, Kristy Boucher, Rob Pelletier, Wyatt Bannon

1. Opening Prayer- Michael Pelletier Jr

2. Additional Agenda Items

3. Positive Story Discussion

Update Chief Collins- and CEO Michael Pelletier

4. Surveillance Activities Update- including tracking

- Ongoing surveillance taking place by FWFN Staff
 - Will be included in job duties of new position of Pandemic Support Worker
- Supervisor protocol for illness
 - Employees who are sick- what to do
 - May not need a COVID test, will be determined by health assessment
 - The employee would need to be symptom free
 - Discussion on if 24 hr is long enough period to be symptom free. Will take into consideration allergies or staff with multiple symptoms
- Message from the Chief- Manitoba licence plates- reported
- **Neighbourhood Watch**
 - Ongoing use of the COVID hotline

5. Emergency Response

A) Bylaw Enforcement Update

- Update from meeting Bylaw officer
 - Continue to watch all areas including retail outlets
- Halloween events took place Friday and Saturday- everyone followed guidelines. Including physical distancing, hand sanitizing and wearing masks.
- Have made note of employees from Vallard (East West Tie Hydro), some are working in town from Manitoba.
- Any further activities, the bylaw team can be used for security.

6. Health services update

- Update from FWFN Staff-
 - Flu Shot Clinics- 2 dates, had members schedule appointments.
 - Flu shot for 65 plus group. Higher dose for elders.
 - Can request nurse to come to home- still ongoing by appointment.
- Dilico staff not on the call

7. Vaccine & Antivirals Activities Update

- No new information

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
- Also posting to social media and website regularly

Additional Agenda Items:

Chief & Council

- Next meeting scheduled- Wednesday November 4th, 2020

9. Action Items; Review of last meeting action items, then new items below.

Action Items	Date to review	Person/Department Responsible
<ul style="list-style-type: none"> • Community Notice. Jointly drafted by bylaw officers and health team. • Including bylaw details, and health details. Mask requirements. • Can be signed by Chief & Council 	Completed	Bylaw officer & Health department
<ul style="list-style-type: none"> • Review potential case protocol. Adding school surveillance and students who get sick. 	Will review at next meeting	Executive Assistant to update document
Action Items: Tuesday October 7th	Date to review	Person/Department Responsible

<ul style="list-style-type: none"> Fulfill Surveillance Coordinator Role and COVID hotline role- dispatch phone operator 	<p>Has been assigned to new Covid Support Staff.</p> <p>Will be finding someone else to take the phone.</p>	<p>All- will see who is available</p> <p>Meeting to discuss with Stephanie Maclaurin- Mental Health Dept.</p>
Action Items: Tuesday October 20th	Date to review	Person/Department Responsible
<ul style="list-style-type: none"> Communication with Lance (health unit)- contact person or email from FWFN 	Completed	CEO
<ul style="list-style-type: none"> Halloween Info- out to the community 	Completed	Will be sent to group for review
Action Items: Tuesday November 3th	Date to review	Person/Department Responsible
<ul style="list-style-type: none"> Supervisor protocol- updating/adding some steps for when staff are sick. Process more clear. 	Next meeting	CEO