

**Emergency Response Group Meeting
Agenda & Notes**



Chair: Michael D. Pelletier, CEO
Recorder: Christina Thiessen
Location: Zoom Call, October 20th, 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, Michael Pelletier, Sabrina Maclaurin, Dan Gelmich, Ian Bannon, Agnes Rissanen, Brice Morriseau, Dan Gelmich, Esther Pervais, Jamie (Nokiwin), Myra Bannon, William Solomon

1. Opening Prayer- Michael Pelletier Jr

2. Additional Agenda Items

3. Positive Story Discussion

Update Chief Collins- and CEO Michael Pelletier

- Message from the Chief- update was given October 9th, 2020 on FWFN Facebook page (live video).

4. Surveillance Activities Update- including tracking

- Ongoing surveillance taking place by FWFN Staff
- Need a contact point from FWFN- contact with Lance from health unit
 - Krystle also sends info to Chief- who can pass along
 - Discussion on which email Lance can send case updates too or new info.
 - Action item- individual contact person FWFN. Appointed
- **Neighbourhood Watch**
 - Instead of having daily wellness checks
 - Ongoing use of the COVID hotline
 - Discussion on going door to door again to provide more flags where needed

5. Emergency Response

A) Bylaw Enforcement Update

- Update from meeting between Bylaw and Health team.
 - Strengthen the protocol from FWFN
 - Ensuring social distancing protocols are in place
- Vote took place over the weekend. Everyone who attended respected the safety measures put in place, social distancing, sanitizing
- Meeting took place between bylaw officer and health team- Discussion on how to strengthen existing surveillance tracking with licence places.
 - Will prepare draft with options to chief and council
 - Continue using existing protocols, but using bylaws as extra eyes so health team can continue daily items.

6. Health services update

- Update from FWFN Staff-
 - Flu clinic- being set up today 1-6pm, again on the 22nd.
 - Flu shot for 65 plus group. Higher dose for elders.
 - Can request nurse to come to home.
- Testing for COVID- changes to testing requirements
- 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
- Action Item- Will find another person to answer phones- discussion on having surveillance coordinator monitor phone line

B) Website/Newsletters- Notice to community

- Flyer delivery- printing ongoing
- Update Community Memo to prepared and sent out by CEO- last edits on draft.

Additional Agenda Items:

Discussion- Halloween- Trick or Treating

- Review FWFN Halloween Safety document
- Encouraging families to get creative handing out treats, following safety guidelines

Chief & Council

- Next meeting scheduled- Wednesday October 21st, 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 	Final revision- will have Chief & Council review and sign off- Wednesdays meeting.	Bylaw officer & Heath department
<ul style="list-style-type: none"> • Review potential case protocol. Adding school surveillance and students who get sick. 	Will email to group	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 	Ongoing	All- will see who is available
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 	Will follow up today	CEO
<ul style="list-style-type: none"> • Halloween Info- out to the community 	Done by Amanda	Will be sent to group for review