

**Emergency Response Group Meeting
Agenda & Notes**



Chair: Michael D. Pelletier, CEO
Recorder: Christina Thiessen
Location: Zoom Call, October 6th, 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: | |
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| 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, Shannon Crews, Michael Pelletier, Wyatt Bannon, Sabrina Maclaurin, Dan Gelmich, Kristy Boucher, Ian Bannon

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- Will give update on Facebook live end of week or next week. (Tentative Friday morning)

4. Surveillance Activities Update- including tracking

- Discussion on substitute while positions are filled.
 - Tentative to use part of CEO team- Ongoing updates on case numbers through MEMO's to community
- Ongoing Neighbourhood Watch. Instead of having daily wellness checks
 - Ongoing use of the COVID hotline
- More testing by appointment only to students. Located at confederation college.

5. Emergency Response

A) Bylaw Enforcement Update

- 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- Vaccines ordered last Friday. Will set up dates for drive through
 - Some pharmacies also giving out vaccine
- Dilico staff not on the call
- Have reached out to District Health Unit. Will continue to provide updates.

7. Vaccine & Antivirals Activities Update

- No new information- 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
- Action Item- Will find another person to answer phones

B) Website/Newsletters- Notice to community

- Flyer delivery- printing ongoing
- Community Memo to be prepared and sent out by CEO. Action Item created.

Additional Agenda Items:

Chief & Council

- Next meeting scheduled- Wednesday October 7th, 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">• Flu Shot Clinic - Communication from health department. Usually have flu shot clinic/delivery to elders. | Will put information together for flyer | Health Department- Sabrina & Serena |
| <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 | Will fwd. to group after mtg. | 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 |
| <ul style="list-style-type: none"> Communication with school board trustees. Potential case protocol | Response- not possible to have that information | Education Department- Myra. Working with Scott & Phil representatives from FWFN who are on the board. |
| <ul style="list-style-type: none"> Flyer to go out: 24hr testing: targeted at parents, for children needing to be tested. | Completed | Serena Maclaurin |
| <ul style="list-style-type: none"> Adding Surveillance to bylaw. | Will review next meeting | Bylaw officer- Wyatt Bannon working with Ian and health staff. |
| Action Items: Tuesday October 7th | Date to review | Person/Department Responsible |
| <ul style="list-style-type: none"> Message from the Chief to Community of FWFN- Facebook Live | Tentative for Friday AM | Office of the Chief/Communications/Office of CEO |
| <ul style="list-style-type: none"> Bylaw officer to draft options to Chief & Council for review | For next Chief & Council Meeting | Bylaw Officer |
| <ul style="list-style-type: none"> Fulfill Surveillance Coordinator Role | Ongoing | All- will see who is available |
| <ul style="list-style-type: none"> Fulfill COVID Hotline Role- Dispatch phone operator | Ongoing | All- will see who is available |