

Emergency Response Group Meeting Agenda & Notes



Chair: Michael D. Pelletier, CEO
Recorder: Christina Thiessen
Location: Zoom Call, December 1st, 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 b) Security Checkpoint 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:	
<ol style="list-style-type: none"> 1. Peter Collins – Chief 2. Michael Pelletier Jr – CEO 3. Derek Johnson – Police Rep. 4. William G. Solomon – Fire Chief Rep. 5. Michael Pelletier Sr – Public Works Rep. 6. Karen Bannon – Emergency Preparedness Coordinator & Medical Health Authority Rep. 7. Shannon Crews – Social Services Rep. 8. Serena MacLaurin – Emergency Medical Services Rep. 9. Ian Bannon – Community Emergency Management Coordinator 10. Lori Payne - Finance Rep. 	<ol style="list-style-type: none"> 11. Michele Blais – Community Evacuation Coordinator 12. Myra Bannon – Education Authority 13. Morris Decorte – Property Maintenance 14. Cheryl Szyja – Emergency Site Manager 15. Serena MacLaurin – Community Health Rep. 16. Agnes Rissanen – Community Health Nurse 17. Stephanie MacLaurin – Health and Wellness Worker 18. Kristy Boucher – Public Information Coordinator 19. Brice Morriveau – Community Inquiry Coordinator 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, Sabrina Maclaurin, Esther Pervais, Myra Bannon, William Solomon, Amanda Collins, Rob Pelletier, Karen Bannon, Agnes Rissanen, Stephanie Maclaurin, Tanner Saarinen, Jamie Scrimger (Nokiiwin), Shannon Crews, Sheldon Bannon, Angela Collins, Brice Morriseau, Cheryl Szyja, Michael Pelletier Sr., Ian Bannon, Kristy Boucher, Luanne Maki

1. Opening Prayer- Michael Pelletier Jr

2. Additional Agenda Items

- Addition to agenda
 - Security Checkpoint update
 - Surveillance- contact tracing
 - Discuss email from councillor

3. Positive Story Discussion

Update Chief Collins- and CEO Michael Pelletier

4. Surveillance Activities Update- including tracking

- Ongoing surveillance taking place by FWFN Staff
 - Continue to fwd. all documents from Health Unit including cases and media statements
- Weekend update- ongoing answering of emails, phone calls.
 - Awaiting test results from positive outbreak in home
 - One line of the contact tracing, falls under Health Unit jurisdiction
 - Non compliance issue- concern with one Thunder Bay citizen
 - Discussion on incubation period
 - Review timeline and symptoms
 - Communication strategy- information
 - Debriefing
 - Finding out our strengths and weakness
 - What are we missing, where can we improve?
 - Need for pandemic coordinator
 - Recommendation to first contacts to self isolate for 14 days
 - Will bring the isolation date on positive cases- because of 2 cases in one household
 - Close contacts vs first contacts
 - First Nations strategies vs Health unit strategies
 - Close contact tracing team
 - Team developed- CHR, CHN, CD Nurse from Dilico, Health Director Dilico, Health Director FWFN, including representative from FWFN staff- Mental health coordinator. Discussion on
 - Post Covid protocol- follow up care.
- Reviewing all pandemic policies

- **Neighbourhood Watch**
 - Ongoing use of the COVID hotline

5. Emergency Response

A) Bylaw Enforcement Update

- Security Checkpoint
 - Ongoing checks, reviewing vehicles in the community.
 - Discussion with council on entering phase 2
- Bylaw enforcement
 - Have been reviewing current bylaws. Awaiting some information to edit bylaws as needed.
 - Training to be incorporated. Can inform APS if needed to press charges
 - 2 Bylaws- would be better to use one bylaw- update to fit information

6. Health services update

- Update from FWFN Staff
 - Drive through testing- Will be December 4th. By appointment. Call to book.
 - Flu Shot Clinic- date to be confirmed
 - Redistributing flags to homes- Neighbourhood watch
- COVID testing- Citizens being tested, and employees being tested
 - Can we get notifications if employees are tested?
 - If they sign consent form, FWFN can be notified
 - After testing, what to do- basics of what needs to happen
 - Review documents given out after testing date
 - Form included for drive through testing

7. Vaccine & Antivirals Activities Update

- No new information

8. Communications Activities Update

a) Call Centre Update- Emergency Response 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
- Discuss the COVID-19 hotline
 - If there an option to have line open on the weekends
 - Ongoing checks that lines are working
 - Will review the message line- to make sure its directing to the after hours on call phone number.

B) Website/Newsletters- Notice to community

- Flyer delivery- printing ongoing
- Also posting to social media and website regularly

C) Communication strategy

- Develop protocol

Additional Agenda Items:

Review email from councillor

Discuss- options for what we can provide to the families in need of support

Chief & Council

- Next meeting scheduled- Wednesday December 2nd, 2020

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

Action Items: Monday November 9th	Date to review	Person/Department Responsible
<ul style="list-style-type: none"> • Bingo hall- update 	Site visit taken place. Discussion on air system. Will update	Bingo Manager-Cheryl Szyja
<ul style="list-style-type: none"> • Review Covid-19 protocols with Ec. Dev. projects- including East West tie and Supercom. 	Next meeting will update group on protocol review.	Director of Economic Development- Michael Pelletier Sr.
<ul style="list-style-type: none"> • Update- office of the CEO/Chief-memo to community. Facebook live with information 	Next meeting. Will include notes to update- Completed	CEO & Chief
<ul style="list-style-type: none"> • Organize flu clinic for community 	New date to be set	Agnes (Nurse) with FWFN health team
Action Items: Tuesday November 17th	Date to review	Person/Department Responsible
<ul style="list-style-type: none"> • Having Jamie from Nokiiwin review FWFN's reopening plan- to align with Ontario's framework 	By next meeting	Jamie from Nokiiwin- will send to CEO and director of Health
<ul style="list-style-type: none"> • Meeting with legal in regards to trailer park and who is responsible. Re: Land. 	Ongoing	CEO

Action Items: Tuesday November 24th	Date to review	Person/Department Responsible
<ul style="list-style-type: none"> Following up rotating schedules for staff 	Working with HR on completing schedules	Managers/Directors to remind staff
<ul style="list-style-type: none"> Low Risk Exposure document- draft document for group to review- will change to new action item- contact tracing team- see below 	New item below	Surveillance Coordinator- Stephanie Maclaurin
<ul style="list-style-type: none"> Increase Emergency Response Group Meetings 	Completed- will meet twice a week	CEO- Michael Pelletier Jr.
<ul style="list-style-type: none"> Reset Fobs- staff only to have access to certain areas 	Completed	Director of Property- Ian Bannon
<ul style="list-style-type: none"> Reminder to Staff- Review and follow all reopening plans- MEMO to community also went out 	Completed	CEO
<ul style="list-style-type: none"> Send out to group- Most recent pandemic plan and bylaw 	As soon as possible	CEO
Action Items: Tuesday December 1st	Date to review	Person/Department Responsible
<ul style="list-style-type: none"> Post Covid Protocol and potential case protocol- adding steps for isolation 	By next meeting	?
<ul style="list-style-type: none"> Contact tracing team being developed 	Ongoing- until coordinator hired. Plan to be determined	Director of Health- Karen Bannon
<ul style="list-style-type: none"> Consent form- to community for staff 		Human Resources to draft- Michele Blais
<ul style="list-style-type: none"> Communication protocol 	As soon as possible	Communication dept- Kristy Boucher
<ul style="list-style-type: none"> Incubation periods of information 	As soon as possible	CEO- sent to Communications to post