

## Emergency Response Group Meeting Agenda & Notes



**Chair:** Michael D. Pelletier, CEO  
**Recorder:** Christina Thiessen  
**Location:** Zoom Call, December 4<sup>th</sup>, 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:	
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, Sabrina Maclaurin, Esther Pervais, William Solomon, Amanda Collins, Agnes Rissanen, Stephanie Maclaurin, Tanner Saarinen, Jamie Scrimger (Nokiiwin), Shannon Crews, Angela Collins, Cheryl Szyja, Michael Pelletier Sr., Luanne Maki. Michele Blais, Rebecca Arthur

### **1. Opening Prayer- Luanne Maki**

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

- Addition to agenda
  - Discussion FWFN Arena- opening request

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

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

Health minister conversation- vaccine unfolding- possibly in January. Chief to be a part of the task force.

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

- No further positive cases on FWFN
- 2 current cases- no Symptoms
- Discussion- Interview questions to the community members. If they would be willing.
- Discussion on contact tracing and exposure.
  - Support to those people- close contacts
- Pandemic Support Role
  - Tracing
  - Supplies
  - Evaluation tasks- what we've done, what we can do differently
  - Working with staff to put in place pandemic protocols
  - Contract tracing team- including FWFN Staff (mental health, etc.)
    - Tracing team
    - Isolation support team
    - Supply teams
- Ongoing surveillance taking place by FWFN Staff
  - Continue to fwd. all documents from Health Unit including cases and media statements
- **Neighbourhood Watch**
  - Ongoing use of the COVID hotline

### **5. Emergency Response**

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

- Security Checkpoint

- Will be moving into phase 2
  - Awaiting hardwire for electrical trailer- should be completed by Monday, with Phase 2 taking effect- tentative for next Wednesday December 9<sup>th</sup>, 2020.
- Ongoing checks, reviewing vehicles in the community.
- Discussion around- after the closure of Arena and Bingo, the traffic for the most part would be FWFN members.
- Will be having legal review the phased check points- Want to add to bylaws
- Phase 2 includes – Non-resident restrictions
  - Non-residents must have identification/council registration letter
    - Food delivery
    - Health care workers
    - Package delivery services
    - Council approved requests made by community members
    - Newspaper delivery
    - Employees working on FWFN
      - FWFN Staff,
      - Other office buildings- Staff
      - Contractors working on FWFN
  - Discussion on asking everyone who passes the checkpoint if they have been out of province
    - The security officers will conduct health assessments and contact tracing (taking names and phone numbers) on all vehicles and pedestrians accessing security checkpoints.
- Discussion on location of checkpoints
- After action review plan- Jamie from Nokiiwin will pass along document for review to health manager
- Adding point- only allowed to go to and from destination.
- Will be having Chief & Council review document.
- The contact tracing team will give communication to the security team.
  - List of names if required
- Bylaw enforcement
  - Travel restrictions reviewed by bylaw officers
    - Bylaw officers to review and revoke..?
  - 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- taking place today. Currently open to those who made appointments.
  - Flu Shot Clinic- tentative date December 8<sup>th</sup> 4-7p.m.
- Providing face shield and goggles to the security check points- once they enter phase 2 to ask questions and approach vehicles safely
- 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
- COVID-19 hotline
  - Remains open

B) Website/Newsletters- Notice to community

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

C) Communication strategy

- Develop protocol- working with pandemic coordinator

**Additional Agenda Items:**

- **FWFN Arena-** Request for opening plan- with requests coming in for hockey ice time- circumstantial. Partnership with the kings, and some organizations.
  - Discussion on having external citizens in the community
  - Many feel we would be going backwards, having other requests come in.
  - FWFN going into phase 2 next week. Would be more difficult to protect the community.
  - Discussion on long term partnerships- if the business would be there in the future
  - Discussion on a safety plan the ERG can review, to discuss further.

**Chief & Council**

- Next meeting scheduled- Friday December 4<sup>th</sup>, 2020

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

Action Items: Monday November 9 <sup>th</sup>	Date to review	Person/Department Responsible

<ul style="list-style-type: none"> <li>Bingo hall- update</li> </ul>	Site visit taken place. Discussion on air system. Will update	Bingo Manager-Cheryl Szyja
<ul style="list-style-type: none"> <li>Review Covid-19 protocols with Ec. Dev. projects- including East West tie and Supercom.</li> </ul>	Next meeting will update group on protocol review.	Director of Economic Development- Michael Pelletier Sr.
<ul style="list-style-type: none"> <li>Organize flu clinic for community</li> </ul>	Date tentatively set for December 8 <sup>th</sup> 2020	Agnes (Nurse) with FWFN health team
<b>Action Items: Tuesday November 17<sup>th</sup></b>	<b>Date to review</b>	<b>Person/Department Responsible</b>
<ul style="list-style-type: none"> <li>Having Jamie from Nokiiwin review FWFN's reopening plan- to align with Ontario's framework</li> </ul>	Update and review next week	Jamie from Nokiiwin- has send to CEO and director of Health. Will review and send to group
<ul style="list-style-type: none"> <li>Meeting with legal in regards to trailer park and who is responsible. Re: Land.</li> </ul>	Ongoing	CEO
<b>Action Items: Tuesday December 1<sup>st</sup></b>	<b>Date to review</b>	<b>Person/Department Responsible</b>
<ul style="list-style-type: none"> <li>Post Covid Protocol and potential case protocol- adding steps for isolation</li> </ul>	Ongoing- review at next meeting	Surveillance Coordinator- Stephanie Maclaurin
<ul style="list-style-type: none"> <li>Contact tracing team being developed</li> </ul>	Completed- ongoing planning	Director of Health- Karen Bannon
<ul style="list-style-type: none"> <li>Consent form- to community for staff</li> </ul>	In progress	Human Resources to draft- Michele Blais
<ul style="list-style-type: none"> <li>Communication protocol</li> </ul>	As soon as possible	Communication dept- Kristy Boucher
<ul style="list-style-type: none"> <li>Incubation periods of information</li> </ul>	As soon as possible	CEO- sent to Communications to post
<b>Action Items: Friday December 4<sup>th</sup></b>	<b>Date to review</b>	<b>Person/Department Responsible</b>

<ul style="list-style-type: none"><li>• Memo to community- phased checkpoints info. Once approved info sent to community</li></ul>	As soon as possible (after the next council meeting)	CEO
<ul style="list-style-type: none"><li>• Debriefing session</li></ul>	Will discuss at ERG meeting. Date to be confirmed.	Jamie from Nokiiwin to help organize.