

## Emergency Response Group Meeting Agenda & Notes

**Chair:** Michael D. Pelletier, CEO  
**Recorder:** Christina Thiessen  
**Location:** Zoom Call, December 8<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: Christina Thiessen, Cheryl Szyja, Sabrina Maclaurin, Esther Pervais, William Solomon, Amanda Collins, Agnes Rissanen, Stephanie Maclaurin, Tanner Saarinen, Jamie Scrimger (Nokiiwin), Michael Pelletier Sr., Luanne Maki, Rebecca Arthur, Wyatt Bannon, Karen Bannon, Rob Pelletier, Sheldon Bannon

### **1. Opening Prayer-** none for today

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

- Addition to agenda
  - FWFN Arena- review arena documents

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

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

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

- No further positive cases on FWFN
  - 2 current cases- no Symptoms
- 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 tomorrow (Wednesday)
  - Ongoing checks, reviewing vehicles in the community.
  - Work Identification used to enter the community.
    - Any visitors need to be approved in advance
  - Discussion on Buses going through security checkpoints
    - FWFN School buses- can have drivers/monitors keep track of children on bus each day
    - City of T.Bay buses- can we have bus drivers identify non-members. Will need to discuss further with City of Thunder Bay. Cannot have patrons come off the bus and wait to circle then pick back up.
- Bylaw enforcement
  - Travel restrictions reviewed by bylaw officers
  - Awaiting legal review on bylaws
  - Action can be taken on anyone wondering community, those who work in the community who do not stay at workplace. Etc.

## 6. Health services update

- Update from FWFN Staff
  - Flu Shot Clinic- tentative date December 8<sup>th</sup> 4-7p.m.
- Contact Tracing Team, Isolation supply team
- Will be updating the website
  - Links to each phase to be posted

## 7. Vaccine & Antivirals Activities Update

- Pandemic Coordinator has been reviewing vaccine 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

## Additional Agenda Items:

- **FWFN Closure.**
  - Will Emergency Response Group meet, if everyone follows protocols, can we be given update after the holiday break.
    - Discussion to be on standby if needed for Emergency Meeting.
- **Arena COVID rules for Emergency Response Group**
  - Review FWFN Arena- User Guidelines- Nov. 21, 2020.
  - Review Cleaner Expectations
  - Review FWFN Arena Game Policy
  - List of players will go to bylaw and checkpoint
  - Discussion on if any FWFN children will be using the arena- would not be recommended
  - Discussion- Arena hours- will be open- tentatively 4pm-10pm
    - Recommendation on adding bylaw on vehicle passenger limits
  - Discussion on if any FWFN kids play at the arena
    - All contacts provide name and phone number
  - Question on when the changes will be made to closing a building. The recommendation had been to close the arena. Will need to change some of the protocols and possibly pandemic plan to allow for opening of Arena, possibly Bingo and other programming.

- Discussion on opening the Bingo facility and opening other programs. If taking safety precautions can other programming start up.
  - Prevention being an important factor- not wanting to be responsible if something were to happen. Better to postpone programming.
- Discussion by group on the first serious case will be to come, and to be preparing for the next case- not knowing where this could go.
- Discussion on case at St. Martins school
  - Had not been provided any notification that any FWFN students were affected. Will update the group if notified of any cases.
- Access Request Letters
  - How do citizens access these letters? Requests are made to membership department then go to Chief & Council.
- Recommendation to have representatives from Chief & Council on the Emergency Response Group

**Chief & Council**

- Next meeting scheduled- Wednesday December 9<sup>th</sup>, 2020

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

**\*\* Will review all action items at next meeting- Friday Dec. 11<sup>th</sup>\*\***

<b>Action Items: Monday November 9<sup>th</sup></b>	<b>Date to review</b>	<b>Person/Department Responsible</b>
<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 Nokiwin to help organize.
<b>Action Items: Tuesday December 8<sup>th</sup></b>	<b>Date to review</b>	<b>Person/Department Responsible</b>
<ul style="list-style-type: none"> <li>Request representatives from Chief &amp; Council to sit on Emergency Response Group</li> </ul>	Next meeting	CEO