

**Emergency Response Group Meeting
Agenda & Notes**



Chair: Michael D. Pelletier, CEO
Recorder: Christina Thiessen
Location: Zoom Call, November 17th, 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, Sabrina Maclaurin, Dan Gelmich, Brice Morriseau, Esther Pervais, Myra Bannon, William Solomon, Amanda Collins, Rob Pelletier, Wyatt Bannon, Karen Bannon, Agnes Rissanen, Michele Blais, Rebecca Arthur, Stephanie Maclaurin, Tina Morriseau, Tanner Saarinen, IFNA-login

1. Opening Prayer- Michael Pelletier Jr

2. Additional Agenda Items

- Covid Hotline
- Risk discussion- Outdoor gatherings
 - Add to reopening plan discussion
- Framework from Ministry of Ontario- keep part of guide

3. Positive Story Discussion

Update Chief Collins- and CEO Michael Pelletier

- Review FWFN Re-Opening Plan
 - Reviewing the 5 stages
 - Have Jamie from Nokiiwin take a look, seeing if FWFN is aligned with. Able to make revisions
 - Using the Pandemic planner- to review all documents- combine items together.
 - Currently level 2.
 - Discussion on moving back to Level 3
 - Moving programs to virtual options
 - Bingo
 - Bingo will be making money- will be closing soon
 - Discussion on online bingo. If that's possible, but licencing is different
 - Arena
 - Keeping busy on both rinks. 4-10pm each night
 - Safety protocols in place
 - Ongoing meetings with the city- currently no plan to close hockey arena
 - Reviewing the response framework- 40 cases is a threshold
 - Discussion on if we should shift employees into working from home
 - Having managers identify employees who are able to work from home
 - How can we consider the mental health of staff- especially the essential staff?
 - Will add to directors meeting- when possible giving all staff a rotation out of the office and in the office.
- Pete meets with Mayor of Thunder Bay & Medical Officer of Health- Janet DeMille
 - Impacts of meeting in different functions
 - Concerns with vehicles from out of the community- out of province, etc.
 - Discussion will be at council meeting if check points will go back up
 - Community safety
 - Easier to monitor vehicles, and where they are going
 - Prevention vs. Risk

- Recommendation by group to have check points back in the community
 - Not as restrictive
- Youth & Social Development- program discussion
 - Currently cancelled or postponed each program
 - Some programs moved to the new year; some be switched to virtual
 - Christmas parade to take place in December 5th, 6-9pm. Max of 20 floats. Max of 5 people on the float. Each float given package including guidelines.
 - Group is in support of floats and decorations, if the Youth & Social team can come up with other ideas. Adding more safety precautions-
 - Possibly removing prizes- cash prizes for 1st, 2nd, 3rd. Also, participation prizes
 - Discussion on adding in house decoration event.
 - Snow sculpture- submit picture
 - ** Action item- review parade plan- see how things are going in the next week
- Discuss meeting frequency- will update if we will shift to more then weekly

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
- Supervisor protocol for illness
 - Employees who are sick- what to do
 - May not need a COVID test, will be determined by health assessment
 - The employee would need to be symptom free
 - Discussion on if 24 hr is long enough period to be symptom free. Will take into consideration allergies or staff with multiple symptoms
- Message from the Chief- Manitoba licence plates- reported
- **Neighbourhood Watch**
 - Ongoing use of the COVID hotline
 - Will be promoting the program- will be redistributing flags
- Need to identify by ISC- 3 staff – Urgent Communicable Disease in T.Bay or FWFN
 - 1st contact- Stephanie Maclaurin, 2nd contact- Agnes Reissanen, 3rd contact- Karen Bannon,

5. Emergency Response

A) Bylaw Enforcement Update

- Nothing further to add- made comments in previous discussions
- Comment by group- Re: Restaurants
 - Staff should all be wearing masks- including servers, etc.
 - Should be included with checks taking place (In Thunder Bay and Area)

6. Health services update

- Update from FWFN Staff-
 - Flu Shot Clinic- November 24th 4-7pm on the non-smoking side.
 - Notice to go in the flyer
 - Ongoing COVID 19- testing being done daily- for those with symptoms or in close contact
 - Will find out if they can run a drive through testing for Asymptomatic members
 -
 - Flu shot for 65 plus group. Higher dose for elders.
 - Can request nurse to come to home- still ongoing by appointment.
- 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

- 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

** Reminders to all staff including all who enter community centre to wear masks in common areas- students, staff, etc.

Additional Agenda Items:

Chief & Council

- Next meeting scheduled- Wednesday November 18th, 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"> Neighbourhood Community watch: Flag system. Flyer information to community. Flag system still in place | As soon as possible | Sabrina to follow up with updated flyer |
| <ul style="list-style-type: none"> Flyer to community- Stigma on COVID-19- getting tested | Next flyer to community | Mental health coordinator- Stephanie Maclaurin |
| <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. Also will include notes to update | CEO & Chief |
| <ul style="list-style-type: none"> Organize flu clinic for community | Date set for November 24 th | Agnes (Nurse) with FWFN health team |
| <ul style="list-style-type: none"> Possible triggers and threshold and what ours will be- provide recommendation/update to Chief and Council | As soon as possible- recommendations to be reviewed at next meeting. | Ongoing/All of group |
| <ul style="list-style-type: none"> Meetings to be scheduled weekly Next meeting for Tuesday November 17th for 10:00am | Ongoing | Decided by group |
| | | |
| 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 |
| <ul style="list-style-type: none"> Discussion with council on recommendations | By next meeting | CEO to bring to Chief and Council |

| | | |
|---|--|-------------------------------|
| <ul style="list-style-type: none"> ○ Float, Mandatory Masks, Checkpoint System • Will update group on responses | | |
| <ul style="list-style-type: none"> • Review pandemic page on Website • Add framework document to website | Ongoing- will update as soon as possible | Communication- Kristy Boucher |
| <ul style="list-style-type: none"> • Meeting with legal in regards to trailer park and who is responsible. Re: Land. | Ongoing | CEO |