

**Emergency Response Group Meeting
Agenda & Notes**



Chair: Michael D. Pelletier, CEO
Recorder: Christina Thiessen
Location: Zoom Call, November 24th, 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:	
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, Dan Gelmich, Esther Pervais, Myra Bannon, William Solomon, Amanda Collins, Rob Pelletier, Wyatt Bannon, Karen Bannon, Agnes Rissanen, Michele Blais, Rebecca Arthur, Stephanie Maclaurin, Tanner Saarinen, Jamie Scrimger (Nokiiwin), Shannon Crews, Sheldon Bannon

1. Opening Prayer- Michael Pelletier Jr

2. Additional Agenda Items

- Low Risk Scenario Protocol
 - Low Risk Exposure Policy- can add different scenarios
 - Will have Surveillance Coordinator- continue to give updates
 - Reporting and evaluating for risk exposure- Low, Med, High- Next Steps, for each situation/case
 - Discussion on threshold on shutdowns/how long to be closed/patrons isolating
 - Situation discussion- Low Risk Exposure- Bath & Body Works
 - The health unit only recommending to be tested if showing symptoms
- Self-Monitor Policy- considering making a self-isolate policy
 - Ongoing working with the health unit
 - Meeting with the health unit- what determines low risk
 - Roles and responsibilities- including which staff will take part
 - Who will be first contact?
 - Communication- through the COVID-19 hotline
 - Surveillance Coordinator, then Director of Health, then CEO
 - Nurse
 - Security
 - Will include communication strategy to the policy
 - While policy is being worked on- can consider additional safety measures
 - Staff staying in their offices
 - Policy reminders- not having staff go upstairs
 - One designated staff doing drop offs to upstairs zone
 - Reminder to staff** to follow reopening policy
- Communication Strategy- within organization
 - Discussed earlier in meeting- Will consider as part of the new policy being developed
- Health Center- closed today for additional cleaning/sanitizing
 - Flu Clinic being rescheduled
 - Discussion on food distribution that had taken place- if anything needs to be posted

3. Positive Story Discussion

Update Chief Collins- and CEO Michael Pelletier

- Planning for if there is another lockdown- Having the methadone clinic open through Dilico- Setting up the RAM site.

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
- Reviewing all pandemic policies
- **Neighbourhood Watch**
 - Ongoing use of the COVID hotline
 - Will be promoting the program- will be redistributing flags

5. Emergency Response

A) Bylaw Enforcement Update

- Ongoing checks to FWFN Community stores- Have been following protocols with spot checks
- CEO to meet with stores to update
- Checkpoints to be put up on Wednesday morning- on Mission Rd. Surveillance only (In phase 1)
 - Taking licence plate numbers

6. Health services update

- Update from FWFN Staff-
 - Flu Shot Clinic- Rescheduling to different date
 - Will find out if they can run a drive through testing for Asymptomatic members
 - Also hoping to include non-members who live on reserve
 - 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
- Discussion- tentative dates on potential vaccines available in Jan. 2021

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

Additional Agenda Items:

Chief & Council

- Next meeting scheduled- Wednesday November 25th, 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 	On website- Also included with food distribution	Sabrina to follow up with updated flyer
<ul style="list-style-type: none"> • Flyer to community- Stigma on COVID-19- getting tested 	Completed	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. 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
<ul style="list-style-type: none"> • Possible triggers and threshold and what ours will be- provide recommendation/update to Chief and Council 	Completed	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/Completed	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 <ul style="list-style-type: none"> Float, Mandatory Masks, Checkpoint System Will update group on responses 	By next meeting *Float to be removed from plan- will now have houses decorated	CEO to bring to Chief and Council
<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
Action Items: Tuesday November 24th	Date to review	Person/Department Responsible
<ul style="list-style-type: none"> Following up rotating schedules for staff 	By next meeting	Managers/Directors to remind staff
<ul style="list-style-type: none"> Low Risk Exposure document- draft document for group to review 	Review at next meeting	Surveillance Coordinator- Stephanie Maclaurin
<ul style="list-style-type: none"> Increase Emergency Response Group Meetings 	As soon as possible	CEO- Michael Pelletier Jr.
<ul style="list-style-type: none"> Reset Fobs- staff only to have access to certain areas 	As soon as possible	Director of Property- Ian Bannon
<ul style="list-style-type: none"> Reminder to Staff- Review and follow all reopening plans 	As soon as possible	CEO
<ul style="list-style-type: none"> Send out to group- Most recent pandemic plan and bylaw 	As soon as possible	CEO