

## Emergency Response Group Meeting Agenda & Notes



**Chair:** Michael D. Pelletier, CEO  
**Recorder:** Christina Thiessen  
**Location:** Zoom Call, December 11<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:	
<ol style="list-style-type: none"> <li>1. Peter Collins – Chief</li> <li>2. Michael Pelletier Jr – CEO</li> <li>3. Derek Johnson – Police Rep.</li> <li>4. William G. Solomon – Fire Chief Rep.</li> <li>5. Michael Pelletier Sr – Public Works Rep.</li> <li>6. Karen Bannon – Emergency Preparedness Coordinator &amp; Medical Health Authority Rep.</li> <li>7. Shannon Crews – Social Services Rep.</li> <li>8. Serena MacLaurin – Emergency Medical Services Rep.</li> <li>9. Ian Bannon – Community Emergency Management Coordinator</li> <li>10. Lori Payne - Finance Rep.</li> </ol>	<ol style="list-style-type: none"> <li>11. Michele Blais – Community Evacuation Coordinator</li> <li>12. Myra Bannon – Education Authority</li> <li>13. Morris Decorte – Property Maintenance</li> <li>14. Cheryl Szyja – Emergency Site Manager</li> <li>15. Serena MacLaurin – Community Health Rep.</li> <li>16. Agnes Rissanen – Community Health Nurse</li> <li>17. Stephanie MacLaurin – Health and Wellness Worker</li> <li>18. Kristy Boucher – Public Information Coordinator</li> <li>19. Brice Morriveau – Community Inquiry Coordinator</li> <li>20. Brandy Morris – Surveillance Coordinator</li> <li>21. Luanne Maki- Health Centre Manager</li> <li>22. Christina Thiessen- Executive Assistant</li> </ol>

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-** Michael Pelletier

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

- Internet High School request
- Holiday meeting plan for Emergency Response Group

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

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

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

- No further positive cases on FWFN
- Discussion on case at St. Martins School
  - Had been awaiting response from St. Martins School
  - Would like to send notice to community about exposure at St. Martins School- specific to if you have a child who attends. Will want to provide information.
    - Including reminders to families to use the neighbourhood watch and report to COVID hotline if children are under isolation order
  - Education manager- Had spoke to school board health rep. If a student was in the classroom they would have been contacted. Or if on the bus.
  - What can we do if there is an absence in information sharing?
    - Contact tracing team can plan for response.
- Discussion on communication from Thunder Bay Health Unit
  - Would like to see faster information
  - Will need a stronger relationship with the communication line
- Discussion on role of surveillance coordinator
  - Including mental health staff working with other staff who can help to assist with tracing. Working together with our group and now with the pandemic coordinator.
  - Meeting will take place to develop plan for policies
- Discussion on after action report (AAR)
  - Having a script of what can be said. Introducing who the main contact will be. Letting the member know they can reach out.
  - Including how the letters had been delivered by the police- adding empathy and compassion of delivery
  - Discussion on flyer to community- letting them know APS will be delivering letter to individuals who test positive or suspected of COVID
- **Neighbourhood Watch**
  - Ongoing use of the COVID hotline

## 5. Emergency Response

### A) Bylaw Enforcement Update

- Security Checkpoint
  - Security Staff are located in safer place
    - Only concern with some members not stopping
  - List of approved residence letters
    - Can be approved by email
      - Request goes through membership clerk, to CEO, to C&C, then back to Kelsea and to Bylaw officer
  - Question on questionnaire screening tool-
    - If they answer Yes to any questions will be reported to COVID line
    - Discussion on contact tracing through the check point system
      - Meeting to take place this afternoon
        - Wyatt, Luanne, Karen, Stephanie, Brandy, Mike to be invited
        - Include health representative- Sabrina and Agnes
- Bylaw enforcement
  - No update for today
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### 6. Health services update

- Update from FWFN Staff
  - Flu Shot Clinic- took place on Tuesday evening

### 7. Vaccine & Antivirals Activities Update

- Health team is reviewing when vaccine will come.
- Reserving the fridges needed to hold vaccine 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

- Protocols being developed and reviewed by pandemic coordinator

**Additional Agenda Items:**

- **KIHS Highschool request**
  - Request to use the community center to run exams for students.
  - One on one exams with student and teacher
  - Discussion on giving the school other options. If an option to have the exams after the elementary school is finished for December, last day of school for Dec. 18, could possibly be closed after
- **FWFN Closure.**
  - Discussion on meeting during the holidays
    - Option of a weekly meeting but with 2 different groups.
    - Option of meeting on call. If a meeting needs to happen, the CEO and Director of Health can contact team and meeting can be set up.
  - 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. This is the plan decided on.
- **Discussion on taking children out of school early before the school holiday closure**
  - Recommendation can be made to pull children from the school system a week early
  - Can the schools be notified; the absences are due to safety and COVID precautions?
    - Can we discuss with school boards to move date forward?
    - Can find out numbers on which children are already learning virtually. How many are attending in person. Education manager will confirm numbers of FWFN students attending virtually and in person.

**Chief & Council**

- Next meeting scheduled- Wednesday December 16<sup>th</sup>, 2020

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

<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>• Review Covid-19 protocols with Ec. Dev. projects- including East West tie and Supercom</li> </ul>	Will update group when receive response	Director of Economic Development- Michael Pelletier Sr.
<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>Meeting with legal in regards to trailer park and who is responsible. Re: Land.</li> </ul>	Ongoing- Legal is reviewing, awaiting response- will update	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	CEO reviewing
<ul style="list-style-type: none"> <li>Communication protocol</li> </ul>	Working document	Pandemic Coordinator
<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>Debriefing session</li> </ul>	Working on the Action Item Review	Jamie from Nokiiwin 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 agenda for chief and council	CEO
<b>Action Items: Friday December 11<sup>th</sup></b>	<b>Date to review</b>	<b>Person/Department Responsible</b>
<ul style="list-style-type: none"> <li>Notice to FWFN Community, Re: St. Martins School- situation is contained- Will include notice of recommendation to keep children home next week before holiday school closure</li> </ul>	Next meeting	Pandemic Coordinator
<ul style="list-style-type: none"> <li>Notice to community- Parent MEMO- to respond to COVID hotline if exposure or possible exposure</li> </ul>	Next meeting	Pandemic Coordinator

<ul style="list-style-type: none"><li>• Checkpoint meeting- reviewing protocols for each car passing through</li></ul>	Meeting to be set up later Friday.	Bylaw Dept/Health team/CEO
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