

Emergency Response Group Meeting Agenda & Notes



Chair: Michael D. Pelletier, CEO
Recorder: Christina Thiessen
Location: Zoom Call, December 18th, 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.	Meeting Action Item Review	Chief Executive Officer

Emergency Response Group:	
<ol style="list-style-type: none"> 1. Peter Collins – Chief 2. Michael Pelletier Jr – CEO 3. Derek Johnson – Police Rep. 4. William G. Solomon – Fire Chief Rep. 5. Michael Pelletier Sr – Public Works Rep. 6. Karen Bannon – Emergency Preparedness Coordinator & Medical Health Authority Rep. 7. Shannon Crews – Social Services Rep. 8. Serena MacLaurin – Emergency Medical Services Rep. 9. Ian Bannon – Community Emergency Management Coordinator 10. Lori Payne - Finance Rep. 	<ol style="list-style-type: none"> 11. Michele Blais – Community Evacuation Coordinator 12. Myra Bannon – Education Authority 13. Morris Decorte – Property Maintenance 14. Cheryl Szyja – Emergency Site Manager 15. Serena MacLaurin – Community Health Rep. 16. Agnes Rissanen – Community Health Nurse 17. Stephanie MacLaurin – Health and Wellness Worker 18. Kristy Boucher – Public Information Coordinator 19. Brice Morriveau – Community Inquiry Coordinator 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, Agnes Rissanen, Stephanie Maclaurin, Tanner Saarinen, Jamie Scrimger (Nokiiwin), Michael Pelletier Sr., Luanne Maki, Rebecca Arthur, Wyatt Bannon, Karen Bannon, Rob Pelletier, Sheldon Bannon, Ian Bannon, Michele Blais, Myra Bannon

1. Opening Prayer- Luanne Maki

2. Additional Agenda Items

Action Item Review (first agenda item today)

- Review summary of events that occurred
 - Unexpected that Chief was first contact by Dilico not the emergency response team
- What went well any why
 - Positive individuals had great family support; cooperated with FWFN staff
 - Contract tracing was excellent and resulted in great outcome
- What can be improved and how?
 - The lack of familiarity with the pandemic plan caused some difficulties- In progress- The pandemic plan has been reviewed and protocols being developed
 - We were not as prepared as we could have been- In progress- A pandemic coordinator has been appointed and has made great strides in preparation
 - Social media has been an issue with it being so negative and FWFN employees individually replying- In Progress- FWFN as an organization is doing communication on social media and website. This will present a united front and allow the information presented to be vetted.
 - Concerns with members from emergency response group commenting information on social media.
 - Pandemic teams were not identified- Complete- The pandemic coordinator has identified three teams to address the Surveillance team, Contact Tracing team, and Supply team.
 - Communication from FWFN to community members- In Progress- The pandemic coordinator will identify info/communications to be released to community. Recommendation- May need to communicate to community members what supports will be in place and what happens in they test positive for COVID-19. Informing community members of what will be provided for them and what they need to be responsible for.
 - Knowing roles and responsibilities- In Progress- Team roles have been identified and training binders have been created
 - Follow up and support..... (add info). Recommendation- using this information develop a list of phone number and addresses of community members for future emergency uses. Ex. Evacuations
 - Letter went out was impersonal, delivered by police- In Progress- Rewriting letter to make it more personal and outline services FWFN will provide to support community members during isolation. Consider having another FWFN organization deliver it? Or maybe accompany police?

- There was confusion as to who should be self isolation. Need definitions of close contact and non close contact- Complete- Protocols have been developed for identifying contacts and who will need to self isolate vs self monitor.
- The workload of the contract tracing was heavy- Recommendation- A rotating staff schedule/ or alternates to give staff a break to mitigate burn out.
- Communications regarding contact tracing with the Thunder Bay Health Unity have been difficult- In progress- Emergency response group identified this and has brought it to leadership.
- Newsletter to community-
- Letter being delivered will outline services provided
- Review of whole process now in binder- to be reviewed
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3. Positive Story Discussion

Update Chief Collins- and CEO Michael Pelletier

- Chief meeting with Dr's and Chiefs of Ontario. Discussion on vaccine in the community. Not a clear answer as to when. No timeframe commitment and this time.
 - Discussion on concerns with symptoms after vaccinee. Not to be concerned with reactions with vaccine. Hopeful to have information given on vaccines during the next week or possibly after holidays. Then can get information out to the community.

4. Surveillance Activities Update- including tracking

- No further positive cases on FWFN
- Providing more questioning at the check points
- Keeping track of the flags/signs in windows. Coloured flags/signs to be delivered with flyers this week
- Emergency handbook to be reviewed
- Training of teams has been completed
- List of phone numbers ready for contact tracing
- Discussion on security screening.
 - Can we use a colour coded system for staff on FWFN land? Having each organization, a different colour. Then identifying each staff as a number.

5. Emergency Response

A) Bylaw Enforcement Update

- Security Checkpoint
 - Having security staff ask all questions
 - Reminders to security staff to always keep mask on
- Bylaw enforcement
 - Awaiting legal opinion/recommendation on bylaws

6. Health services update

- Update from FWFN Staff

- Working on compiling the vaccines priority list- Health sequences and conditions determine order.
- Meeting next week with Agnes, Sabrina and reps from Dilico. Re: Vaccine roll out
 - Question on will the vaccine be delivered within the community- Yes, the plan will be in the community (possibly community center)
- How has FWFN been able to identify the community health concerns/issues. There has been a call out to let FWFN health team know of medical concerns/issues. Will post the flyer again.

7. Vaccine & Antivirals Activities Update

- Chief Peter and Health team gave update throughout meeting

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 (recording)
 - 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:

Chief & Council

- Next meeting scheduled- Wednesday December 16th, 2020

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

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

<ul style="list-style-type: none"> Review Covid-19 protocols with Ec. Dev. projects- including East West tie and Supercom 	Will update group when receive response	Director of Economic Development- Michael Pelletier Sr.
Action Items: Tuesday December 15th	Date to review	Person/Department Responsible
<ul style="list-style-type: none"> Notice to community- Re: security check point data collection- (Highlight this info) 	Next meeting	CEO
<ul style="list-style-type: none"> Discussion with Chief & Council – review legal recommendations (trailer park and who is responsible) Discussion with C&C on communication between TBDHU & FWFN (re: potential cases/contacting those who reside on FWFN) - discussion on protocol development for communication between the organizations 	Next meeting	CEO