

Emergency Response Group Meeting Agenda & Notes

Chair: Michael Pelletier
Recorder: Christina Thiessen
Location: Zoom Call, January 12th, 2021
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:	
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, Peter Collins, Christina Thiessen, Cheryl Szyja, Stephanie Maclaurin, Tanner Saarinen, Michael Pelletier Sr., Rebecca Arthur, Wyatt Bannon, Rob Pelletier, Myra Bannon, Brandy Morris, Sheldon Bannon, Ian Bannon, Karen Bannon, Sabrina Maclaurin, Jenny Charlie, Amanda Collins, Angela Collins, Shannon Crews, Michele Blais

1. Opening Prayer- Michael Pelletier Jr.

2. Additional Agenda Items

- Lockdown procedure- will add under surveillance

3. Positive Story Discussion

4. Surveillance Activities Update- including tracking

- No further positive cases on FWFN
- Discussion- Lockdown measures – announcement to come- possibly will be the second state of emergency for the province
 - Limits on gatherings
 - Potential for further closures
 - Possible curfew
 - Workplace high risk
 - Including home maker programs
 - Travelling- including abroad, but local (to southern Ontario, etc)
 - Group discussion- if we should meet again after announcement as a group
- FWFN- Identifying who is essential services within organization
- FWFN Operational Response Plan- previously FWFN Reopening Plan- Action Item-
 - Rename and framed around to include all safety in the workplace
- Vendor COVID plans- review other on reserve business plans regarding COVID-19.

5. Emergency Response

A) Bylaw Enforcement Update

- Security Checkpoint
 - Discussion on data collected at check point.
 - Amount of paperwork, some missing information
 - Not collecting addresses, only collecting phone numbers and names
 - Review date collection with security check point
 - Date listed- Step one- health assessment, step 2- name/number
 - Discussion on using placards for those who work in community
 - Also allowed to use staff identification
 - Discussion on having staff lists provided to check point- numbering each staff. Then follow procedure (step 1, step 2, etc.)

- Having Steve (Computer IT) provide computer to security check point- Will be easier to contact trace
 - Will be easier to send to contact tracing team
 - Can have Steve set up health laptop today. Will update group by end of day tomorrow.
- Bylaw enforcement
 - Review bylaws and review Ontario recommendations- communicated out- including attaching legal considerations

6. Health services update

- Update from FWFN Staff
 - CHR has meeting on vaccines tomorrow and will report back to group on Friday.

7. Vaccine & Antivirals Activities Update

- No update for today

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 reviewed by CEO- will provide feedback then send to pandemic coordinator then back to group.

Additional Agenda Items:

- Request for opening internet high school
 - Recommend to continue offering online classes
 - Would like to see education plan for opening
- Discussion on trailer park and responsibilities- Food Distribution-
 - They would not need to be included but could possibly buy into the food program.
- Discussion on communication between FWFN and TBDHU. – Will request agreement

**Request for use of High School
Chief & Council**

- Next meeting scheduled- Wednesday January 20th, 2021

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

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) – will include updated COVID stats. 	Next meeting	CEO
<ul style="list-style-type: none"> • Discussion with C&C on communication between TBDHU & FWFN (re: potential cases/contacting those who reside on FWN) - discussion on protocol development for communication between the organizations 	Next Meeting	Chief
Action Items: Tuesday January 12th	Date to review	Person/Department Responsible
<ul style="list-style-type: none"> • Identifying FWFN staff- who is essential services- Renaming FWFN reopening plan 	By next meeting	CEO
<ul style="list-style-type: none"> • Review all on reserve COVID plans. If they don't have a plan, can inform the business of what is expected for COVID plans 	By next meeting	Bylaw officers
<ul style="list-style-type: none"> • Review Ontario recommendations as information becomes available. (tentative info. release for 1:00pm) 	As soon as possible	CEO
<ul style="list-style-type: none"> • Review and update the step-by-step security check point screening protocol. Will review 	By end of day tomorrow	Bylaw officers

data collection plan. Will start using computer system (as soon as possible)		
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