

## Emergency Response Group Meeting Agenda & Notes

**Chair:** Michael Pelletier  
**Recorder:** Christina Thiessen  
**Location:** Zoom Call, January 15<sup>th</sup>, 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, Wyatt Bannon, Rob Pelletier, Myra Bannon, Brandy Morris, Sheldon Bannon, Ian Bannon, Karen Bannon, Sabrina Maclaurin, Amanda Collins, Shannon Crews, Michele Blais, Agnes Rissanen, Dan Gelmich, Esther Pervais, Jamie Scrimger (Nokiiwin), William Solomon,

### **1. Opening Prayer-** Michael Pelletier Jr.

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

- Review document emailed to group: Vaccine Roll out
- Suicide protocol

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

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

- No further positive cases on FWFN
- Discussion- request to have inmates who are released.
  - Recommendation with notification to community- If you are released to jail, please self isolate for 14 days.
  - Potentially could ask at the check point, and
  - Determine point of contact at the jail at the jail. Determine FWFN representative, either health or restorative justice. Including plan of care (release plan) , and then can be notified.
  - Action item- have Renee's supervisor contact surveillance and do up a plan.
  - Action item- add incarceration to COVID plan
- Pandemic coordinator has completed communication protocol. Also working on a confidentiality agreement.
- Discussion on if a stay-at-home order includes a curfew. At this time there is not a curfew, and allowed to leave for essential reasons.
  - Discussion on police protocol in regards to people walking, or driving around. If there is not a curfew can they do this anytime. APS to send briefing note to group with updated information

### **5. Emergency Response**

#### **A) Bylaw Enforcement Update**

- Security Checkpoint
  - The amount of traffic at check points has not gone down since the stay-at-home order
  - Staff are now directly entering data using computer into excel
  - Question about non-members needing letters to enter the community. If the person does not have approval letter, they would not be allowed in.
    - Various example requests

- Have membership clerk include bylaw officer with pending email requests to pass through check point
  - Having security always asking the same consistent questions.
- Bylaw enforcement
  - Have been handing out trespassing letters to hikers and those trying to access the community without approval.
  - Information has been included in community newsletter, memo from the CEO
  - Have been working to retrieve safety plans from businesses in the community. Those who do not have one, are working to put safety plans together.
  - Review bylaws and review Ontario recommendations- communicated out- including attaching legal considerations
- Discussion on outdoor rink in the bay- change room now closed
  - Posted COVID signs with information

## 6. Health services update

- Update from FWFN Staff
  - Meeting with Dilico- Vaccine plan. Review document emailed out.
    - Will need to identify leads for specific roles
      - Main lead will be Sabrina
      - FWFN will create a vaccination team
      - Suggestion to use Social media- FB page to monitor vaccine promotions
        - Only include information from reliable resources
        - Including posting of official forms for register
        - Discussion on going live for first vaccinations
      - Will Community Center be the location for vaccine roll out?
        - Depending which vaccine is received for community, will determine plan once that is confirmed. If Moderna will be able to do home visits for vaccine. But for Pfizer will have to be given at community hall. Due to temperatures of vaccine.
  - - Discussion on those who do not want to be vaccinated. Or for those who cannot take the vaccine. Continue to remind those to wear masks, wash hands, social distance.
    - Future guidelines will be presented depending on who is not able to be vaccinated. In regards to employment, etc. If not able to get vaccine what will be required.

## 7. Vaccine & Antivirals Activities Update

- Discussion and update under health services

## 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
    - Working to add additional staff to help with COVID phone lines
  - 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
- Has been sent to CEO for review

**Additional Agenda Items:**

- Suicide protocol
  - Responsibility of those on the Emergency Response Group to take care of those in the FWFN Community
  - Health director working on updating the protocol
  - Community Control Group- reviewing terms of reference
    - As a committee, responsible for the response
  - Health director to send out information for group to review.

**Chief & Council**

- Next meeting scheduled- Wednesday January 20<sup>th</sup>, 2021

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

Action Items: Tuesday December 15 <sup>th</sup>	Date to review	Person/Department Responsible
<ul style="list-style-type: none"> <li>• Discussion with Chief &amp; Council – review legal recommendations (trailer park and who is responsible)</li> <li>• Discussion with C&amp;C on communication between TBDHU &amp; FWFN (re: potential cases/contacting those who reside on FWN) - discussion on protocol development for</li> </ul>	Next meeting	CEO

communication between the organizations		
<b>Action Items: Tuesday January 12<sup>th</sup></b>	<b>Date to review</b>	<b>Person/Department Responsible</b>
<ul style="list-style-type: none"> <li>Review all on reserve COVID plans. If they don't have a plan, can inform the business of what is expected for COVID plans</li> </ul>	By next meeting	Bylaw officers
<b>Action Items: Wednesday January 13<sup>th</sup>, 2021</b>	<b>Date to review</b>	<b>Person/Department Responsible</b>
<ul style="list-style-type: none"> <li>Pond Rinks- plan and notice to community</li> </ul>	Meeting to take place next week	Public Works and Youth & Social Services Department
<ul style="list-style-type: none"> <li>Communication on provincial state of emergency- our response is the essential service model</li> </ul>	By end of day tomorrow	Bylaw officers
<b>Action Items: Friday January 15<sup>h</sup></b>	<b>Date to review</b>	<b>Person/Department Responsible</b>
<ul style="list-style-type: none"> <li>Incarcerated individuals- Finding out protocols- and how FWFN will be notified</li> </ul>	By next meeting	Cheryl to follow up with Renee
<ul style="list-style-type: none"> <li>APS to provide briefing note on role of officers during shut down</li> </ul>	By next meeting	APS Officers
<ul style="list-style-type: none"> <li>Email to council, Re: pending security checkpoint requests. If possible, to temporary approve as pending until council can review and approve.</li> </ul>	As soon as possible	CEO
<ul style="list-style-type: none"> <li>Creating section on FWFN Website for information on Vaccine.</li> <li>Also adding link to FB</li> <li>Anything regarding vaccine will be notified on FB and through website and newsletter.</li> </ul>	As soon as possible	CEO/Communications