

**Emergency Response Group Meeting  
Agenda & Notes**

**Chair:** Michael Pelletier, CEO  
**Recorder:** Christina Thiessen  
**Location:** Zoom Call  
**Date:** February 12, 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, Karen Bannon, Christina Thiessen, Wyatt Bannon, Sheldon Bannon, Rebecca Arthur, Sabrina Maclaurin, Stephanie Maclaurin, Michele Blais, Michael Pelletier Sr., Rob Pelletier, Esther Pervais, Kristy Boucher, Renee Pervais, William Solomon, Brandy Morris, Jamie Scrimger (Nokiiwin), Luanne Maki

### **1. Opening Prayer- Luanne Maki**

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

- Group discussion on return-to-work plan- could be on rotation, or remain status quo.
- Meeting etiquette
  - Discussion on how we can let those who want to give input has a chance. CEO will continue to monitoring meeting

### **3. Positive Story or Chief Update**

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

#### **Updates on each potential situation**

- Updated list sent to group
- (T.L.) removed from isolation list-
  - Others in home have tested negative, but are to be re tested Monday
- 3 cases will be off isolation as of February 17
- 1 situation with case release isolation
- Other family is off isolation as of the 17<sup>th</sup>
- School Declaration
  - McKellar Park
  - St. Martins School
  - Pope John Paul
  - St. Pats
  - Will be following up with each school situation
- Protocol development by team met this week
  - Sent out document for review and feedback
  - Adding information to positive cases- more check ins- amendments made to check in earlier in the process
  - Using protocols to determine isolation and quarantine
  - Protocols will include communication lines (providing cell phone, or other means)
  - Chief comment: on phone with associate deputy minister- protocol in place with Nan and TBDHU, however we have someone from FWFN on team with information from jail, also staff from Nokiiwin are included.

### **5. Emergency Response**

## **A) Bylaw Enforcement Update**

- Security Checkpoint
  - No update
- Bylaw enforcement
  - Meeting took place with legal this week. Regarding how to enforce those specific bylaws. They will be getting back to FWFN Staff.
  - If members are not following stay-at-home order- will need to use APS to be enforced

## **6. Health services update**

- Update from FWFN Staff
  - No update for today, working with the vaccine roll out plan
  - First roll out will be on reserve members then to off reserve members
  - 95% of long term care homes have been vaccinated
- Update from Nurse
  - Not on call today

## **7. Vaccine & Antivirals Activities Update**

- Will be grouped with Health update going further

## **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)
- COVID-19 hotline
  - Remains open
  - Main office reception now setup to work from home

### B) Website/Newsletters- Notice to community

- Flyer delivery- printing ongoing
- Also posting to social media and website regularly
- Live stream to community

### C) Communication strategy & discussion

- Email etiquette- please refrain from unnecessary emailing. Especially with reply all
- When FB live is going to take place- memo will be distributed with information to match. Will reach those who do not check or have Facebook

## **Additional Agenda Items:**

## **Open Discussion**

- Employee rotating schedule
  - Options with the stay-at-home-order, or rotation with essential staff
  - Travel policy for staff and community members
    - Restrictions on travel
    - Let staff and community members know the consequences and fines at own cost
  - Discussion by group- to continue working within the stay-at-home order until its lifted.
- Personal situations will be covered. Not to be alarmed.

**Chief & Council**

- Next meeting scheduled- Wednesday February 17<sup>th</sup>, 2021

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

- **Action Items to be reviewed next Tuesday February 16<sup>th</sup>**

<b>Action Items: Friday January 22<sup>nd</sup></b>	<b>Date to review</b>	<b>Person/Department Responsible</b>
<ul style="list-style-type: none"> <li>• Valard protocols (east west tie project)</li> </ul>	Waiting for follow up from Mike. Sr's department	Luanne Maki- Surveillance Coordinator
<b>Action Items: Tuesday January 26<sup>th</sup></b>	<b>Date to review</b>	<b>Person/Department Responsible</b>
<ul style="list-style-type: none"> <li>• Membership clerk to review the council approved list- will review stay-at- home order. Will be revoking some letters</li> </ul>	As soon as possible	CEO & Membership Department
<b>Action Items: Tuesday February 2, 2021</b>	<b>Date to review</b>	<b>Person/Department Responsible</b>
<ul style="list-style-type: none"> <li>• Copy of each department's procedures and which services are offered</li> </ul>	Ongoing	All- send to Surveillance team
<b>Action Items: Friday February 5, 2021</b>	<b>Date to review</b>	<b>Person/Department Responsible</b>
<ul style="list-style-type: none"> <li>• Review staff from other departments - to be listed on contract tracing teams. Potential alterations/back up</li> </ul>	Meeting on Thursday	CEO- reaching out to Economic Development and Youth & Social Services Departments

<b>Action Items: Tuesday February 9, 2021</b>	<b>Date to review</b>	<b>Person/Department Responsible</b>
<ul style="list-style-type: none"> <li>Chief to speak to Janet DeMille-re: health unit issues.</li> </ul>	Meeting on Thursday	Chief Peter Collins
<ul style="list-style-type: none"> <li>Live stream- updates on positive cases, isolation orders. Let the community know. Also include vaccine update</li> <li>Let community know we are sill in lock down</li> </ul>	Ongoing	CEO