

**Emergency Response Group Meeting  
Agenda & Notes**

**Chair:** Michael Pelletier, CEO  
**Recorder:** Christina Thiessen  
**Location:** Zoom Call  
**Date:** February 9, 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, Amanda Collins, Rebecca Arthur, Sabrina Maclaurin, Stephanie Maclaurin, Michele Blais, Michael Pelletier Sr., Agnes Rissanen, Myra Bannon, Rob Pelletier, Esther Pervais, Kristy Boucher, Renee Pervais, William Solomon, Brandy Morris, Dan Gelmich, Shannon Crews, Cheryl Szyja, Ian Bannon, Jamie Scrimger (Nokiiwin), Luanne Maki

**1. Opening Prayer-** Michael Pelletier

**2. Additional Agenda Items**

**3. Positive Story or Chief Update**

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

**Updates on each potential situation**

- Testing done at home (M.M.) – awaiting results
- Protocol meeting took place yesterday- will discuss further at next meeting
- Easier communication with more staff on team
- Meeting with health center manager- review some protocols- review plan of roles
- Currently under review 8 protocols
  - Quarantine vs isolation- difference between both
  - Contact training- need to assess individual situation
    - Including communications (if member has none, will be part of providing)
  - Sending out information- what happens if you are positive, or negative, with and without contact
- Frustrations with health unit responses- relying on FNIB-
- What happens when report is filed with health unit- When positive case is not self isolating.
  - Need the health unit to cooperate with FWFN
  - Concerns with lack of care by the Thunder Bay District Health Unit
  - Needs to be brought to attention of Janet DeMille
- Contact will be made to Cynthia Olsen- contact within City of Thunder Bay- working with vulnerable population. Understanding of frustration of situation
- Chief to have meeting on Thursday- will bring the situation to their attention- lack of care- citizens in public places- Re- positive COVID-19 cases
- Discussion on BCR- can we identify those who are positive cases- In order to notify the community. For the protection of the community
  - If member has been identified as positive. Responsibility not to go near others. If member is not staying in isolation- name will be released.
  - Discussion on if legal should review
- Discussion on patrolling in areas of need. Home needs to be on patrol for safety of member
- Frustrations with needing to act now, with nothing to act on. If the feeling of hands being tied.
- Chief update: Janet DeMille is working on obtaining a court order for inmates to be released- will need to isolate.

- Discussion on media release- not including the name- but give out all the details- the community will likely know who the member is and be more aware, if there is a positive case.
- Discussion on if governance to be included- Had coordinator included with bylaw meetings.
  - Had figured out prosecution piece
  - Discussion on fines, jail, banishment, naming names
  - Next meeting later this week to discuss further
- Live stream to take place
  - Can let community know the positive case has not been isolating
  - Update on self isolation cases
- Flyer can be delivered- including all information
  - Hotline
  - Important Phone numbers
- Shift in roles, Luanne will now be the Surveillance Coordinator, Stephanie will continue with Mental Health, and Brandy will fulfill Pandemic Coordinator

## **5. Emergency Response**

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

- Security Checkpoint
  - No update
- Bylaw enforcement
  - Discussion on adding to the bylaws
    - Meeting has taken place; another meeting is scheduled to discuss further then will go to group and chief and council.
  - 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
  - Flyer to go out to the community
  - Would like community members to register for vaccine- Will need members personal information- Health cards numbers, etc.
- Update from Nurse
  - Testing has taken place for some members
  - Waiting for call back from another member to have testing done

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

- Working on vaccine roll out plan-
  - Identifying elderly members
- Senior members would be first priority- Most senior first, then going down every 5 years (by grouping)
- No set date when vaccines will arrive on FWFN
- Have FWFN health staff connect with Chiefs of Ontario

- Question about members in Southern Ontario- if there is an agreement between FWFN and RAMA with vaccine roll out. Answer is no, we cannot reach out to every location.
- Everyone in proximity of Thunder Bay and FWFN

**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**

- Discussion on not providing additional items to members- only what is available and already on the list
  - Everyone needs to be on the same page
  - List will be provided to group -so everyone is aware of what is being provided

**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: Friday January 22 <sup>nd</sup>	Date to review	Person/Department Responsible

<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 still in lock down</li> </ul>	Ongoing	CEO