

TERC Meeting

Aug. 6, 2012

Minutes

Meeting Objectives: To address components and project deadlines of the Administration for Native Americans (ANA) grant while providing a professional atmosphere that fosters discussion and the implementation of policies in alignment with the Tribal Emergency Response Commission (TERC) objectives.

A. Attendance

- a. Ted Moore, Brandon Novotny for David Kanuho, Gerald Woommavavah, Brian Seigle, Carrie Peters, Granthum Stevens, Marilyn Feathers, Tamera Hawkins, Phillip Ellis, Dawna Hare, Shelby Exum and Toni Hill.
- b. **Place:** Building 64 Conference Room. Refreshments funded by ANA grant provided.
- c. **Time:** Meeting began at 2:35 p.m. and adjourned at 3:19 p.m.

B. Introduction/Innovation

Executive Director Dawna Hare introduced Toni Hill as the facilitator of the TERC meetings due to Toni's role as TERC Public Information Officer (PIO).

Other personnel:

- a. Brian Seigle – ANA Grant Facilitator – Position assigned effective 7-12-2012.
- b. Gerald Woommavavah – Emergency Service Coordinator

Minutes from the July 9, 2012 TERC meeting were reviewed and approved unanimously.

C. ANA Grant Overview

- a. Brian presented overview of the ANA grant.
- b. Gerald addressed questions concerning NIMs compliance.
- c. Brian confirmed the following based on information gained during the ANA Grant budget meeting held July 11. Kandi Carmi serves as ANA Grant technical advisor.
 - i. Eight (8) laptops to be housed in IT and used during times of crisis (\$4,000 budgeted). Laptops may also be used for ongoing TERC related training.
 1. Laptops ordered week ending 8/10/2012.
 - ii. Tower (\$15,000 allotted)
 1. Currently on hold until next budget meeting, not yet scheduled.
 - iii. Radios (\$3,000 allotted)
 1. Budget approved. Radios will be ordered once the selection concludes.

Note: All amounts are estimates and subject to change.
- d. New business items remaining tabled due to the need to discuss other sensitive matters resulting from recent wildfires in close proximity of Pawnee.

- i. The decision to assign laptops to each division based on funds availability and scope of work as outlined in each department's Continuity of Operations (COOP) Plans.
- ii. If a director cannot attend the meeting, a proxy with full power to vote and speak for the represented department must be present. It is vital that each department is represented.
- iii. Tower location/EOC location.
- iv. Designating a location that will allow continued operations and limit administration leave during specific incidents.

D. Continuity of Operations (COOP) Program Plans

- a. Items discussed were as follows:
 - i. A list will be compiled documenting those who have and have not yet completed COOP Plans. This list will be forwarded to Dawna Hare for follow-up. Due to the need to proceed with other critical matters, this item will not be placed on future agendas.
 - ii. Per Gerald, all COOP plans require his review before finalization.
 - iii. Individuals required to prepare COOP plans were instructed to follow-up with Gerald this week (ending 8/10/2012).

E. National Incident Management System (NIMS) Compliance

- a. Gerald reported that all employees are required to complete at minimum the NIMS 100 series. A list has been prepared confirming employee expectations for additional compliance and is available by request.
- c. Deadline for completion of the NIMS 100, 200, 700 and 800 courses by directors, coordinators and managers – July 31, 2012.
 - 1. Classroom training sessions on the NIMS 100 and NIMS 200 series were held July 24 and 25 for directors, coordinators and managers.
 - 2. Classroom training for the NIMS 700 and NIMS 800 classes will be held Aug. 14 from 9 a.m. until noon and Aug. 15 from 8 a.m. until 11 a.m. respectfully for directors, coordinators and managers. Directors were asked to make subordinates aware as appropriate.
 - 3. Due to the intense amount of study involved and the limited time available for instruction, outlines will be provided prior to the training to allow preparation by participants that RSVP for the training by noon on Friday, Aug. 10. Familiarity with the materials prior to the training sessions will be necessary due to the fast-paced instruction needed to ensure completion in the time allotted.

F. Committee Voting

Due to the wildfires over the weekend, TERC members agreed that the following points would be addressed and that in the absence of a permanent procedure, temporary measures will be in place to ensure a successful outcome in the event of TERC activation.

- a. The creation of an exit plan for all buildings.

- i. The TERC members approved a motion initiated by Toni that all directors are responsible for providing exit plans for staff during a time of crisis and are responsible for sending the plan outline to Gerald by Friday, Aug. 10. If a permanent plan is not in place, temporary plans would need to be confirmed for use in the interim of creating a permanent evacuation strategy.
- b. Procedures for backing up critical data.
 - i. Directors and managers are responsible for sending plans for backing up important data to Gerald by Friday, Aug. 10. If additional time is required to produce a permanent option, temporary but effective measures may be utilized.
 - ii. Acknowledgments were made that Enrollment has fireproof cabinets in place.
 - iii. Concerns were raised by Granthum Stevens regarding the protection of sensitive information in the Gaming division. Granthum confirmed that he would begin the process of preparing a plan to protect this data.
- c. The creation of a main number for employee check-in during a crisis.
 - i. The TERC members voted that the current policy of employees contacting their respective directors to receive instruction followed by the directors reporting directly to Dawna Hare was adequate. Within the year, the option of creating one main number will be revisited once the installation of a new phone system is complete.
- d. Establishing a meeting place for employees during a crisis for the purpose of ensuring safety.
 - i. The TERC members established and approved the following.
 1. Employees stationed in buildings located north of the railroad tracks will meet at the Roam Chief Event Center.
 2. Employees stationed in buildings located south of the train tracks will meet in the Berry Building.
 - ii. TERC members clarified that employees would follow establish procedures for each department during the time of immediate danger. Travel to the meeting sites, the Roam Chief Event Center and the Berry Building, will commence AFTER emergency management staff confirms that relocation is appropriate and safe.
 - iii. Directors and those acting under Delegations of Authority will receive status reports by the Executive Director or an assigned delegate, emergency service coordinators and those whom the Executive Director assigns to monitor the specific components and appropriate response based on the uniqueness of each potential disaster.
- e. Gerald reminded TERC members that the protocol for emergency services is outlined in the folder entitled COOP-COG (Continuity of Operations, Continuity of Government) Plans located on the Pawnee Nation share drive.
 - i. Granthum mentioned that Gaming employees do not have access to these documents and requested that copies be provided.
 - ii. Toni offered to follow-up on this request.

- f. Also discussed was the absence of a chain of command for the Education Department due to a current Education Department director vacancy.
 - i. Marilyn Feathers offered to represent the child care area until a director is hired.
 - ii. The Education Department is still in need of a temporary contact.
 - iii. Carrie Peters attended the meeting and will work in conjunction with Lyle Fields to ensure communications are in place for the Enrollment and Tax Offices.

G. Conclusion

- a. TERC members and department representatives were encouraged to review the COOP-COG folder located on the Pawnee Nation share drive and to complete the NIMs courses. A clarification was made that in the time of a crisis that could potentially impact Pawnee Nation, notifications will be provided through the Executive Office, emergency service coordinators and the PIO (Public Information Officer, Toni Hill) as appropriate.
- b. Further, in the event that an action presents possible harm to a department or building specifically, the appropriate director, coordinator or manager will be responsible for implementing immediate safety measures for employees/children followed by a timely notification to the executive office and emergency service personnel so that appropriate follow-up actions may commence according to COOP, COG (Continuity of Operations, Continuity of Government) and TERC guidelines.

H. New Business

Items placed on the next TERC Meeting agenda for discussion and resolution.

- a. The decision to assign laptops to each division based on funds availability and scope of work as outlined in each department's Continuity of Operations (COOP) Plans.
- b. If a director cannot attend the meeting, a proxy with full power to vote and speak for the represented department must be present. It is vital that each department is represented.
- c. Tower location/EOC location.
- d. Designating a location that will allow continued operations and limit administration leave during specific incidents.
- e. A potential need to schedule additional classes for NIMs 100, NIMs 200, NIMs 700 and NIMs 800 for all employees.
- f. The scheduling with FEMA for the NIMs300 and NIMs400 courses.
- g. The status of the implement the required NIMs training into the 90 Introductory Period for new hires as deemed appropriate by Human resources.

- I. Due to the Labor Day holiday, the next TERC Meeting will be Sept. 10, 2012 at 2:30 p.m. in the Building 64 Conference Room. Attendance is required for TERC members and punctuality is requested. Refreshments will be provided.**

