

TERC Meeting

Sept. 10, 2012

Agenda

Meeting Objectives: To address components and project deadlines of the 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.

Time/Place: Building 64 Conference Room from 2:30 – 3:30 p.m. Refreshments will be provided.

i. Innovation and Introduction of Committee Facilitators

- a. Brian Seigle – ANA Grant Administrator
- b. Gerald Woommavovah – Emergency Service Coordinator
- c. Toni Hill – Chairperson/Public Information Officer

Review and approve minutes from the Aug. 6, 2012 TERC meeting.

ii. ANA Grant Overview

- a. Brian will present a brief (five minute) overview of the ANA grant.
- b. Gerald will address questions concerning NIMs compliance.
- c. Address any questions or unresolved concerns regarding the ANA grant.
- d. Brian will present a report regarding the purchase of listed equipment.
 - i. Eight (8) laptops to be housed in IT and used during times of crisis (\$4,000 allotted) with ongoing training for preparation
 - ii. Tower (\$15,000 allotted)
 - iii. Radios (\$3,000 allotted)

Note: All amounts are estimates and subject to change.

iii. NIMS Compliance

- a. Gerald will provide an update of compliance and completion.
- b. Discussion for the establishment of additional NIMs formal training sessions for employees.
- c. Update regarding the incorporation of NIMs courses as appropriate in job descriptions and making completion part of the criteria of retraining employment after the 90-day Introductory Period.
- d. The scheduling with FEMA for the NIMs300 and NIMs400 courses.
- e. 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.

iv. Discussion Items

Limited to 15-20 minutes corporately. Unresolved topics will be tabled for the next meeting.

- a. Proxy Assignment: 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.

- b. Tower location/EOC location.
- c. The confirmation of established exit plans for all buildings.
- d. Confirmations of procedures for backing up critical data.
- e. Designating a location that will allow continued operations and limit administration leave during specific incidents.

v. **Committee Voting**

- a. Voting will commence as appropriate.

vi. **New Business**

- a. Placed on the agenda for the next meeting.

Note: In order to respect time constraints and encourage committed attendance, TERC meetings will be limited to 45 minutes of organized discussion based on an approved agenda. To honor this stipulation, agenda items may be tabled for the next monthly meeting pending approval by the committee.

When appropriate, voting will commence at each meeting to expedite the process, allow for resolution and initiative further action as warranted. New topics may also be introduced during the *New Business* selection.

To allow for open communication and to encourage input, the proposed agenda will be emailed to TERC members allowing participants at least one week prior to the meeting to review and suggest alterations.

Abbreviations Guide

- ANA** - Administration for Native Americans
- COG** - Continuity of Government
- COOP** - Continuity of Operations
- EOC** - Emergency Operations Center
- IT** - Information Technology
- TERC** - Tribal Emergency Response Commission
- NIMs** - National Incident Management Systems

