

**TERC Meeting  
March 4, 2013  
Agenda**

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

**Time/Place:** Building 64 Conference Room from 2:30 – 3:15 p.m. Refreshments will be provided.

**i. Innovation and Introduction of Committee Facilitators**

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

**ii. ANA Grant Overview**

- a. **ANA Grant Administrator:** Present a brief (five minute) overview of the ANA grant.
- b. **ANA Grant Administrator:** Address any questions or unresolved concerns regarding the ANA grant.
- c. **ANA Grant Administrator:** Provide an update on 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.

During the Nov. 5, 2012 TERC meeting Gerald Woommavovah mentioned that the current tower bids were \$23,000 uninstalled.

**iii. NIMS Compliance**

**a. Human Resources:**

- i. Provide an update of compliance and completion.
- ii. New employees will be advised to complete the appropriate courses during orientation. New Directors will also need to confirm the existence of and/or revise a departmental COOP plan. Both assignments will need to be completed during the 90-day Introductory Period as appropriate.

**iv. TERC Discussion Items**

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

- a. Tower location/EOC location.
- b. The confirmation of established exit plans for all buildings. Jimmy Jestes.
- c. Gerald Woommavovah report
  - i. Pawnee Nation of Oklahoma profile. Refer to section F. Pawnee Nation of Oklahoma's Profile outlined in the Jan. 7, 2013 Minutes.
  - ii. Attendees were asked to send shelter resources and other pertinent information to Gerald Woommavovah by Jan. 15.

- iii. EOC Liaisons
  - 1. Point of Contact: Monty Matlock, Kelly Kersey, Gerald Woommavavah and David Kanuho. Nancy Moore, IT Clerk, would provide access to the EOC.
  - 2. Planning – Delphine Nelson
  - 3. Operations – Fire, EMS, Law Enforcement representatives
  - 4. Logistics – Facilities: Jimmy Jestes and IT: Christal Windholz
  - 5. Finance – Phillip Ellis
  - 6. Liaison – Vi Wills
  - 7. PIO – Toni Hill
- iv. TERC members were asked to provide names of alternates to Gerald Woommavavah by Jan. 15, 2011.
- v. Gerald Woommavavah will complete the profile and send to Toni Hill to disburse to TERC members.
- vi. Note: On Jan. 8, 2013, Monty Matlock sent the COMPREHENSIVE EMERGENCY MANAGEMENT PLAN OF THE PAWNEE NATION to Toni Hill and Gerald Woommavavah. Upon approval, this document will be distributed to TERC members.
- vii. NIMS training for the Pawnee Business Council.
- viii. Holding TERC meetings quarterly versus bi-monthly.
- ix. The confirmation of established exit plans for all buildings. Toni Hill will follow-up with Jimmy Jestes and will provide a report at the next meeting.
- x. Incorporating a City of Pawnee official as appropriate in the TERC proceedings and assigning the Liaison Officer to attend the City of Pawnee emergency management meetings to ensure unity of command during TERC activation.

v. **Committee Voting**

- a. Voting will commence as appropriate.

vi. **New Business**

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

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. The proxy accepts the responsibility for disseminating the information from the TERC to departmental staff.

**Abbreviations Guide**

<b>ANA</b> - Administration for Native Americans	<b>NIMs</b> - National Incident Management Systems
<b>COG</b> - Continuity of Government	<b>PIO</b> - Public Information Officer
<b>COOP</b> - Continuity of Operations	<b>ESC</b> - Emergency Service Coordinator
<b>EOC</b> - Emergency Operations Center	<b>FEMA</b> - Federal Emergency Management Agency
<b>IT</b> - Information Technology	<b>TERC</b> - Tribal Emergency Response Committee

