

# TERC Meeting

## August 6, 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 TERC objectives.

**Time/Place:** Building 64 Conference Room from 2:45 – 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

**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. COOP Program Plans**

- a. Deadline for completion – July 31
  - i. Gerald will present a report confirming compliance of completion.
  - ii. Based on results, additional action may be discussed and implemented.
  - iii. Notes from Monty Matlock: The COG addresses the relocation requirements of the departments, pending needs as to be presented on the Departmental or division COOP plans. Also, the EOC locations shall function as the temporary work centers until other suitable location is identified by Tribal Operations. This is why it is important that we have COOP plans completed. This is Tribal Operations and IT uses this to reestablish functional needs of the department/services.

**iv. NIMS Compliance**

- a. Gerald will provide an update of compliance and completion.
- b. Discussion for the establishment of additional formal training sessions.
- 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.

v. **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 creation of an exit plan for all buildings.
- d. Procedures for backing up critical data.
- e. The creation of a main number for employee check-in during a crisis.
- f. Establishing a meeting place for employs during a crisis.
- g. Designating a location that will allow continued operations and limit administration leave during specific incidents.

vi. **Committee Voting**

vii. **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 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

