

TERC Meeting

Jan. 7, 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 – 3:30 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 Nov. 5, 2012 TERC meeting.

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:** Provide an update of compliance and completion.
- b. **ESC:** The process of scheduling with FEMA for the NIMs300 and NIMs400 courses.

iv. **EOC**

- 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. Incorporating the 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 (coordinating organizations not in the same command, such as in interagency operations) during TERC activation.
- c. The placement of COOP (Continuity of Operations) plans and the COG (Continuity of Government) on the website.

v. **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. Confirmations of procedures for backing up critical data. In COOP plans.
- d. Designating a location that will allow continued operations and limit administration leave during specific incidents. In COOP plans.
- e. Gerald Woommavavah report outlining policies regarding food distribution and the use of community resources during a time of crisis.

vi. **Committee Voting**

- a. Voting will commence as appropriate.

vii. **Division of Natural Resources and Safety**

- a. A representative will provide an update regarding areas of response and other items as deemed appropriate by the director or an assigned proxy.
- b. This item may be tabled dependent on the availability of NRS staff.

viii. **New Business**

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

ix. **Reviewed Items**

- a. The creation of an exit plan for all buildings. Jimmy Jestes.
- b. The TERC members approved a motion during the Aug. 6 meeting that all directors are responsible for providing exit plans for staff during a time of crisis. 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.
- c. Directors and managers are responsible for creating plans for backing up important data.
- d. 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.
- e. Establishing a meeting place for employs during a crisis for the purpose of ensuring safety.
 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.
 3. 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.
 4. 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.

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.

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

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