

# TERC Meeting

## July 9, 2012

**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 TERC objectives.

**Time/Place:** Building 64 Conference Room from 2:45 – 3:30 p.m. Refreshments will be provided.

**i. Introduction of Committee Facilitators**

- a. Phillip Ellis – ANA Grant Administrator
- b. Brian Seigle – ANA Grant Facilitator
- c. Gerald Woommavovah – Emergency Service Coordinator
- d. Toni Hill – Chairperson

**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.

**iii. Continuity of Operations (COOP) Program Plans**

- a. Deadline for completion – July 31
  - i. Assistance is requested by Executive Director and Division Directors to ensure that deadline is honored.
  - ii. Please submit COOP Plans to Toni for proper distribution. Documents may be submitted electronically or in hard copy. If Toni is unavailable, COOP Plans may be placed in her mailbox located in Building 64.
  - iii. Gerald is available for COOP plan tutoring.

**iv. National Incident Management System (NIMS) Compliance**

- a. Gerald will prepare a report listing personnel required to complete the courses.
- b. Deadline for completion – July 31
  - i. Assistance is requested by Executive Director and Division Directors to ensure that the deadline is honored.
  - ii. Please include the following information on the forms: Name and title, department, name of course and completion date. Gerald will need a copy of the completion certificate.

**v. Discussion Items**

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

- a. Incorporating NIMs courses as appropriate in job descriptions and making completion part of the criteria of retraining employment after the 90-day Introductory Period.
- b. Emergency Operations Center (EOC) construction/Location.

- c. Creating a main number for employee check-in during a crisis.
- d. Assigning a meeting place for employees during a crisis.
- e. Designating a location that will allow continued operation and limited administration leave during specific incidents.
- f. The purchase of tools including laptops, radios and cell phones to be delegated while the EOC is active. Items will be stored in the IT department during normal operations.

**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 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.