

# TERC Meeting

## July 9, 2012

### Minutes

**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.

#### A. Attendance

- a. Christal Windholz, Louise Stevens, Dawna Bowman, Gerald Woommavavah, Brian Seigle, Monty Matlock, Freda Tippeconnie, Shelby Exum and Toni Hill.
- b. **Place:** Building 64 Conference Room. Refreshments funded by ANA grant provided.
- c. **Time:** Meeting begin at 2:47 p.m. and commenced at 3:33 p.m.

#### B. Introduction of Committee Facilitators

Conducted by Toni Hill

- a. Brian Seigle – ANA Grant Facilitator – Position assigned effective 7-12-2012.
- b. Gerald Woommavovah – Emergency Service Coordinator
- c. Toni Hill – Chairperson, PIO Officer

#### C. ANA Grant Overview

- a. Brian presented overview of the ANA grant.
- b. Gerald addressed questions concerning NIMs compliance.
- c. Monty Matlock confirmed competition of activities listed on the Objective Work Plan for Year 1 through Year 3.
- d. Committee confirmed the purchase of the following supplies contingent on budget approvals. Brian Seigle confirmed the following purchases based on information gained during the ANA Grant budget meeting held July 11. Kandi Carmi serves as ANA Grant technical advisor.
  - 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.
- e. Tabled items
  - i. 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.
  - ii. Further discussion on avenues of backing up critical data. This topic should also be addressed in COOP Plans.

#### **D. Continuity of Operations (COOP) Program Plans**

- a. Items discussed were as follows:
  - i. Assistance is requested by Executive Director and Division Directors to ensure that deadline of July 31, 2012 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.

#### **E. National Incident Management System (NIMS) Compliance**

- a. Gerald reported that all employees are required to complete at least the NIMS 100 series. A list has been prepared confirming employee expectations for additional compliance and is available by request.
  - i. Deadline for completion – July 31
    - 1. Formal training sessions on the NIMS 100 and NIMS 200 series has been scheduled for Directors on July 24 and July 25 in the upstairs computer lab in Building 64 from 9 a.m. until noon. Managers and coordinators may attend depending on computer availability. Contact Gerald for options.

#### **F. Committee Voting**

- a. NIMS Training
  - i. Toni Hill made the motion to implement the required NIMS training into the 90 Introductory Period for new hires as deemed appropriate by Human resources. The motion was carried and approved by TERC Committee members. Follow-up on compliance will be conducted by Executive Director Dawna Hare and reports on progress provided to the TERC Committee.

#### **G. New Business**

Items will be placed on the next TERC Meeting agenda for discussion and resolution.

- a. 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 employees during a crisis.
- g. Designating a location that will allow continued operations and limit administration leave during specific incidents.

**H. The next TERC Meeting will be August 6, 2012 at 2:30 p.m. in the Building 64 Conference Room.**