

# TERC Meeting

Nov. 5, 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 2:30 – 3:30 p.m. Refreshments will be provided.

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

- a. Brian Seigle – ANA Grant Administrator
- b. Gerald Woommavovah – ESC
- c. Toni Hill – Chairperson/PIO

**Review and approve minutes from the Sept. 10, 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.

iii. **NIMS Compliance**

- a. **ESC:** Provide an update of compliance and completion.
- b. **PIO:** Update on the establishment of additional NIMs formal training sessions
- c. **Human Resources:** Update the process of incorporating NIMs courses as appropriate in job descriptions and making completion part of the criteria of retraining employment after the 90-day Introductory Period.
- d. **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.

- 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.
  - c. Confirmations of procedures for backing up critical data.
  - d. Designating a location that will allow continued operations and limit administration leave during specific incidents.
  
- vi. **Committee Voting**
  - a. Voting will commence as appropriate.
  
- vii. **Division of Natural Resources and Safety**
  - a. A representative will provide an update regarding the surrounding fires and the efforts by Pawnee Nation's Fire Department and Law Enforcement agencies.
  - 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.

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

