

# TERC Meeting

## Nov. 5, 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 Tribal Emergency Response Committee (TERC) objectives.

#### A. Attendance

- a. Dawna Hare, Toni Hill, Ted Moore, David Kanuho, Gerald Woommavovah, Monty Matlock, Phillip Ellis, Angela Thompson, Muriel Robedeaux and Vi Wills.
- b. **Place:** Building 64 Conference Room. Refreshments funded by ANA grant provided.
- c. **Time:** Meeting began at 2:33 p.m. and adjourned at 3:27 p.m.
- d. Minutes from the Sept. 10, 2012 TERC meeting were approved unanimously with correction as noted. Alteration: TERC did not meet Oct. 3 due to NIMS training as stated in the Sept. 10 minutes. Minutes taken by Vi Wills. Toni Hill created the final document.

#### B. Introduction/Invocation

Ted Moore led the Invocation followed by a brief introduction by Toni Hill.

- a. Brian Seigle – ANA Grant Facilitator
- b. Gerald Woommavovah – Emergency Service Coordinator
- c. Toni Hill – Chairperson/Public Information Officer

#### C. National Incident Management System (NIMS) Compliance

- a. The TERC approved the following new procedures regarding NIMS compliance.
  - i. Any employee that has not completed the required NIMS courses and COOP Plans as appropriate will be subject to disciplinary action as determined by the Executive Director.
  - ii. Directors, coordinators and managers were required to complete the NIMs 100, 200, 700 and 800 courses by October 2012.
  - iii. Confirmation of compliance is on hold until Shelby Exum returns from personal leave and is able to compile the information. In the interim, directors were requested to provide updates regarding NIMS completion for their employees to Dawna Hare.
  - iv. All full-time employees are required to complete the NIMs 100 and NIMs 700 series by Dec. 31, 2012. Directors will be held accountable for compliance.
  - v. New employees will attend the appropriate classes facilitated by Toni Hill during the 90-day Introductory Period.

- vi. Concerns raised during the discussion involved the need for all employees to have the NIMS training due to the time commitment and possible retention limitations of the information. Monty Matlock and Gerald Woommavavah concluded by affirming that all personnel involved in FEMA (Federal Emergency Management Agency) disaster relief would need the appropriate training. This mandate aligns with the COG (Continuity of Government) guidelines which includes the possible need to reallocate resources in the event of a disaster.
- vii. Finance employees need to complete the NIMS training.
- viii. Training exercises will be facilitated by Monty Matlock and Brian Seigle during the upcoming months to ensure compliance and to evaluate and assess Pawnee Nation's procedures.

#### **D. ANA Grant Overview**

- a. The following was tabled until the Jan. 7, 2013 when Brian Seigle, who was absent due to training, can provide an update.
  - b. 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 budgeted). Laptops may also be used for ongoing TERC related training.
      - 1. Laptops ordered week ending 8/10/2012.
    - ii. Tower (\$15,000 allotted)
      - 1. Currently on hold until next budget meeting, not yet scheduled.
    - iii. Radios (\$3,000 allotted)
      - 1. Budget approved. Radios will be ordered once the selection concludes.
- Note: All amounts are estimates and subject to change.

Gerald Woommavavah mentioned that the current tower bids were around \$23,000 uninstalled.

#### **E. TERC meeting**

- a. A suggestion was made by Monty Matlock to conduct TERC meetings quarterly.
- b. Toni Hill suggested a minimum of bi-monthly due to a need to confirm agenda items listed under the ANA Grant Overview and EOC sections and to ensure NIMS training compliance.
- c. TERC members agreed to bi-monthly meetings.

#### **F. EOC**

- a. TERC members discussed the need for employees to relocate to the EOC or an alternate location to maintain work flow in the event of an emergency. Toni Hill commended Directors for complying with this mandate.
- b. Toni Hill mentioned the need for City of Pawnee and Pawnee Nation collaboration to ensure that interagency relationships are intact allowing for Pawnee Nation to work in

compliance with surrounding communities within Pawnee Nation regional boundaries during a time of crisis.

- c. Discussion included the following:
  - i. Dawna Hare – Tribal members are first priority.
  - ii. Monty Matlock – Pawnee Nation needs to determine primary and secondary boundaries, i.e. Pawnee and Payne County.
- d. Toni Hill suggested placing minutes on the website.
  - i. Concerns voiced by Gerald Woommavavah included that some departments wanted the information to be kept confidential.
  - ii. Monty Matlock clarified that the COOP and COG documents should be public since these materials outline processes.
  - iii. After discussion, the TERC agreed with the provision that COOP and COG plans, agendas and minutes are approved by committee members prior to posting.
  - iv. Gerald Woommavavah will prepare a report for review during the Jan. 7, 2013 TERC meeting outlining policies regarding food distribution and the use of community resources during a time of crisis.
- e. FEMA funding
  - i. FEMA will reimburse for monies spent during a time of disaster.
  - ii. Policies and procedures need to be updated to ensure that Pawnee Nation can recover funds.
  - iii. FDP – Food Distribution Program - Funded by the USDA. Certain provisions including food and water are allowed during a time of disaster.

#### **G. Fire Efforts**

- a. Recap provided by Gerald Woommavavah
  - i. Fire response need has minimized allowing time to service equipment.
    1. Two (2) fire trucks are not running, one (1) is not repairable.
    2. Four (4) new firefighters are currently in training.
    3. In Pawnee County, the existence of approximately 600 oil wells causes concern.
    4. Pawnee Nation firefighters are the only crew trained in this area.
    5. Law Enforcement Building now available for training.

#### **H. General Business**

- a. Ted Moore was introduced as the newly appointed Education Department director. At his request, Ted's role was clarified. All directors are responsible for ensuring the safety of his employees and NIMS compliance.
- b. Muriel Robedeaux will assume the role of planner as designated by the NIMS during the interim of hiring a Planning Director.

#### **I. Conclusion**

**The following procedures activated during the Aug. 6, 2012 TERC meeting are listed as review due to importance.**

- a. TERC members and department representatives are encouraged to review the COOP-COG folder located on the Pawnee Nation share drive and to complete the NIMs courses. A clarification was made that in the time of a crisis that could potentially impact Pawnee Nation notifications will be provided through the Executive Office, emergency service coordinators and the PIO (Public Information Officer, Toni Hill) as appropriate.
- b. Further, in the event that an action presents possible harm to a specific department or building, the appropriate director, coordinator or manager will be responsible for implementing immediate safety measures for employees/children followed by a timely notification to the executive office and emergency service personnel so that appropriate follow-up actions may commence according to COOP, COG and TERC guidelines.
- c. The TERC members approved a motion during the Aug. 6, 2012 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.
- d. Directors and managers are responsible for creating plans for backing up important data.
- e. 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.
- f. The TERC members established and approved the following during the Aug. 6 meeting.
  - i. Employees stationed in buildings located north of the railroad tracks will meet at the Roam Chief Event Center.
  - ii. Employees stationed in buildings located south of the train tracks will meet in the Berry Building.
  - iii. 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.
- g. 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.

**J. New Business**

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

- a. The decision to assign laptops to each division based on funds availability and scope of work as outlined in each department's COOP Plans.
- b. Tower location/EOC location.

- c. 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 during TERC activation.
- d. ANA Grant Overview including the topics listed under this heading that were placed on hold due to Brian Seigle's absence.

**K. The next TERC Meeting will be Jan. 7, 2013 at 2:30 p.m. in the Building 64 Conference Room. Attendance is required for TERC members and punctuality is requested. Refreshments will be provided.**

#### **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**