TERC Meeting  
Sept. 10, 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 Commission (TERC) objectives.

A. **Attendance**
   a. Ted Moore, David Kanuho, Gerald Woommavavah, Brian Seigle, Carrie Peters, Dawna Hare, Shelby Exum, Randa Shemwell, Jim Jestes, Vi Wills, Chelsie Baldwin and Toni Hill.
   b. **Place:** Building 64 Conference Room. Refreshments funded by ANA grant provided.
   c. **Time:** Meeting began at 2:34 p.m. and adjourned at 3:24 p.m.
   d. Minutes from the Aug. 6 TERC meeting were approved by a vote of nine (9) for and three (3) abstaining.

B. **Introduction/Invocation**
   David Kanuho led the Invocation followed by a brief introduction by Toni Hill.
   a. Brian Seigle – ANA Grant Facilitator
   b. Gerald Woommavavah – Emergency Service Coordinator

   Minutes from the Aug. 6, 2012 TERC meeting were reviewed and approved unanimously.

C. **National Incident Management System (NIMS) Compliance**
   a. Updates were provided by Gerald Woommavavah regarding NIMS compliance.
   b. The TERC approved the following new procedures regarding NIMS compliance.
      i. The final deadline for the completion of NIMS courses as appropriate for each employee is Oct. 31, 2012.
      ii. 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.
      iii. Directors, coordinators and managers are required to complete the NIMs 100, 200, 700 and 800 courses. All employees are required to the NIMs 100 and NIMs 700 series. (updates regarding this component are tabled until all directors, managers and coordinators are in compliance.)
      iv. Kelly Kersey, Toni Hill, Gerald Woommavavah and Shelby Exum will meet to compile a list reflecting all employees and course requirement. Employees that have not completed the appropriate NIMS courses will be enrolled into a training class during the month of October with an alternative class assigned to allow for emergencies. Update: This meeting occurred Sept. 14.
v. Once enrolled, an employee may only be excused from an assigned class upon presenting a copy of the certification confirming the NIMS Independent Study online completion prior to the class date.

vi. Any employee that does not attend his or her scheduled session and does not present a copy of certification will be subject to disciplinary action as deemed appropriate by the Executive Director.

vii. A final schedule will be distributed no later than Tuesday, Sept. 18, to accommodate scheduling. Classes will be facilitated by Toni Hill, Kelly Kersey and or Gerald Woommavavah.

viii. New employees will attend the appropriate classes facilitated by Toni Hill during the 90-day Introductory Period.

ix. These above actions were unanimously approved by TERC members.

Section “X” is an insert to update TERC members and was not discussed specifically during the Sept. 10 meeting.

x. To assist with time management and comprehension, classroom training sessions on the NIMs 100 and NIMs 700 were held Aug. 29 and 30 respectfully. Those in attendance on Aug. 29 were Lyle Fields, Patsy Cooper, M. Angela Thompson, Carrie Peters, Granthum Stevens, Vi Wills, Chelsie Baldwin and Randa Shemwell. Ms. Thompson, Ms. Cooper and Ms. Baldwin left before the classes concluded. Those in attendance on Aug. 30 were Lyle Fields, Florissa Kanuho, Vi Wills, Randa Shemwell, Granthum Stevens, Patsy Cooper and Carrie Peters. Toni Hill facilitated both courses.

D. ANA Grant Overview
   a. The following was tabled until the Oct. 1 meeting to allow the ANA Grant Facilitator to attend upcoming budget meetings and to assign funds as appropriate.
   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.

E. Continuity of Operations (COOP) Program Plans
   a. Items discussed were as follows:
      i. A list will be compiled documenting those who have and have not yet completed COOP Plans. This list will be forwarded to Dawna Hare for follow-up.
      ii. The final deadline for COOP Plan development is Oct. 31, 2012.
iii. Employees that do not comply with this deadline will be subject to disciplinary action as determined by the Executive Director.

iv. This action was unanimously approved by TERC members.

F. EOC

a. Toni Hill opened the discussion by offering an apology for not utilizing the TERC objectives on Sept. 5 when internet connections were compromised due to server issues.

b. 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.

c. Weather conditions that create dangerous travel is an exception and will be dictated by an Incident Commander at the time of occurrence.

d. Toni Hill suggested the creation of a “To Go” bag complete with critical data required to maintain department productivity as outlined in the COOP Plans.

e. Gerald Woommavavah suggested flash drive encryption and Brian Seigle, Information Technology manager, offered to assist employees as needed with this project.

f. Seigle also announced a future pilot project to ensure that Pawnee Nation TERC is efficient.

g. The above actions were approved by TERC members.

G. Reviewed Items

a. The creation of an exit plan for all buildings.

i. 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.

b. Procedures for backing up critical data.

i. Directors and managers are responsible for creating plans for backing up important data.

c. The creation of a main number for employee check-in during a crisis.

i. 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.

d. Establishing a meeting place for employees during a crisis for the purpose of ensuring safety.

i. The TERC members established and approved the following during the Aug. 6 meeting. Procedures were reviewed during the Sept. 10 meeting.

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.

   ii. TERC members clarified that employees would follow established 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.

   iii. 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.

H. General Business
   a. Ted Moore was introduced as the newly appointed Education Department director.
   b. Carrie Peters attended the meeting and will work in conjunction with Lyle Fields to ensure communications are in place for the Enrollment and Tax Offices.
   c. Vi Wills was introduced as the Liaison Officer and will follow-up with the City of Pawnee regarding the location of a procedure manual that documents safe rooms/areas, congregate areas, cooking facilities, etc. from the Pawnee City Manager Mayor Brad Sewell and City of Pawnee Fire Chief/EMS Director James “Dink” Novotny. Wills may also notify the County Commissioner’s Office at (918)762-3741 as needed.
   d. Gerald Woommavavah referenced a Liaison Office class possibly scheduled for next year with recommendations for Wills to attend.

I. Conclusion
   The following procedures were activated during the Aug. 6, 2012 TERC meeting and reviewed in the Sept. 10, 2012 meetings minutes as a 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 department or building specifically, 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 (Continuity of Operations, Continuity of Government) and TERC guidelines.

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 Continuity of Operations (COOP) Plans.
b. Tower location/EOC location.
c. Designating a location that will allow continued operations and limit administration leave during specific incidents.
d. 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.

K. The next TERC Meeting will be Oct. 1, 2012 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.