

**TERC Meeting  
Jan. 7, 2013  
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. Shelby Exum, Toni Hill, Ted Moore, David Kanuho, Gerald Woommavavah, Phillip Ellis, Vi Wills, Chelsie Baldwin, Kelly Kersey, Carrie Peters, Christal Windholz and Delphine Nelson.
- b. **Place:** Building 64 Conference Room. **Time:** Meeting began at 2:35 p.m. and adjourned at 3:18 p.m.
- c. Minutes from the Nov. 5, 2012 TERC meeting were approved unanimously. Minutes taken by Toni Hill.

**B. TERC Facilitators**

- a. Christal Windholz/Brian Seigle – ANA Grant Facilitators
- b. Gerald Woommavavah – Emergency Service Coordinator
- c. Toni Hill – Chairperson/Public Information Officer

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

- a. TERC members approved the following during the Sept. 10, 2012 meeting.
  - 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. All current full-time employees were required to complete the NIMs 100 and NIMs 700 series by Dec. 31, 2012.
  - iv. New employees will be advised to complete the appropriate courses during orientation. New Directors will also need to confirm the existence of and/or revise a departmental COOP plan. Both assignments will need to be completed during the 90-day Introductory Period as appropriate.
  - v. Human Resources Manager Shelby Exum will prepare a report of NIMS training completions and present to Executive Director Dawna Hare for compliance follow-up.
  - vi. TERC members determined that future compliance would be the responsibility of the respective directors and/or the Executive Director to mandate.
  - vii. Training exercises will be facilitated by The Division of National Resources and Safety and the Division of Law Enforcement during the upcoming months to ensure compliance and to evaluate and assess Pawnee Nation's procedures.
  - viii. Toni Hill's request to add Pawnee Nation College employees and Carrie Peters to the TERC list was approved. Christal Windholz will confirm this action.

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

- a. The following was tabled until the next TERC meeting to allow IT Manager Christal Windholz to confirm status, receive approvals and purchase the equipment. Windholz was also on the Jan. 9, 2013 Pawnee Business Council agenda regarding ANA Grant compliance and needed purchases. Previous status notations are void.
- 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. Laptops may also be used for ongoing TERC related training.
  - ii. Tower (\$15,000 allotted)
  - iii. Radios  
Gerald Woommavavah mentioned that the current tower bids averaged \$23,000 uninstalled. Woommavavah recommended the installation of three antennas to reach maximum efficiency.

#### **E. 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. Employees were encouraged to follow respective COOP plans which should identify alternate work locations to minimize administrative leave and allow for the continuation of services.
- b. Toni Hill advised of the placement of the TERC Agendas and Minutes on the Pawnee Nation website as agreed by TERC members during the Nov. 5, 2012 meeting.
- c. Gerald Woommavavah reported that in a time of crisis the Food Distribution Program would not be assessable due to Federal regulations. Planner Delphine Nelson confirmed this information.
- d. Attendees engaged in dialog regarding the use of current interagency relations to provide needed supplies as appropriate during a crisis.
  - a. The usage of scenarios created by the American Red Cross.
  - b. Shelter resources including Escape Ministries (Cleveland), the Salvation Army and the American Red Cross.
  - c. Attendees were asked to send shelter resources and other pertinent information to Gerald Woommavavah by Jan. 15.

#### **F. Pawnee Nation of Oklahoma's Profile**

- a. Gerald Woommavavah requested assistance with the profile.
- b. Determinations are as follows:
  - i. EOC Liaisons
    1. Point of Contact: Monty Matlock, Kelly Kersey, Gerald Woommavavah and David Kanuho. Nancy Moore, IT Clerk, would provide access to the EOC.
      - a. Planning – Delphine Nelson
      - b. Operations – Fire, EMS, Law Enforcement representatives
      - c. Logistics – Facilities: Jimmy Jestes and IT: Christal Windholz
      - d. Finance – Phillip Ellis
      - e. Liaison – Vi Wills

f. PIO – Toni Hill

2. The above TERC members were asked to provide names of alternates to Gerald Woommavavah by Jan. 15, 2011.
3. Gerald Woommavavah will complete the profile and send to Toni Hill to disburse to TERC members.
4. Note: On Jan. 8, 2013, Monty Matlock sent the COMPREHENSIVE EMERGENCY MANAGEMENT PLAN OF THE PAWNEE NATION to Toni Hill and Gerald Woommavavah. Upon approval, this document will be distributed to TERC members.

**G. 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, 2012 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.

#### **H. New Business/Follow-up Items**

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

- a. The decision to assign laptops to each division based on fund availability and scope of work as outlined in each department's COOP Plans.
- b. NIMS training for the Pawnee Business Council.
- c. Holding TERC meetings quarterly versus bi-monthly.
- d. The confirmation of established exit plans for all buildings. Toni Hill will follow-up with Jimmy Jestes and will provide a report at the next meeting.
- e. Incorporating a 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.
- f. ANA Grant Overview topics including the purchase of equipment. Christal Windholz
  - i. Pawnee Nation of Oklahoma's Profile/ COMPREHENSIVE EMERGENCY MANAGEMENT PLAN OF THE PAWNEE NATION. Gerald Woommavavah
    1. Identification of alternate personnel (Item Fb)
    2. List of shelters, alliance agencies

**The next TERC Meeting will be March 4, 2013 at 2:30 p.m. in the Building 64 Conference Room. Attendance is required for TERC members and punctuality is requested. TERC members will also determine if holding TERC meetings every three months would be appropriate based upon outstanding items.**

**To allow for a greater proficiency, the March4, 2013 agenda will be distributed the week of Feb. 25. Please send any items of interest for placement on the agenda to Toni Hill by Feb. 20, 2013. Thank you.**

#### **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**

