

**TERC Meeting**  
**Jan. 13, 2014**  
**Agenda**

**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.

**Time/Place:** Building 64 Conference Room from 2:30 – 3:15 p.m.

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

- a. Christal Windholz – ANA Grant Administrator
- b. Gerald Woommavovah – Emergency Service Coordinator
- c. Toni Hill – Chairperson/Public Information Officer

**ii. ANA Grant Overview – Christal Windholz**

- a. **ANA Grant Administrator:** Present a brief overview of the ANA grant.

**iii. NIMS Compliance**

**a. Human Resources – Shelby Exum**

- i. Provide an update of compliance and completion.
- ii. New employees will be advised to complete the appropriate courses during orientation. Directors will also need to confirm the existence of and/or revise a departmental Continuity of Operations (COOP) plan. Both assignments will need to be completed during the 90-day Introductory Period as appropriate.
- iii. Discussion involving the implementation of quarterly training sessions for all employees to maintain an understanding of the National Incident Management Systems (NIMS) procedures.

**iv. TERC Discussion Items**

- a. Building Exit Plans
- b. Emergency Preparedness Procedures/COOP Plan update
- c. Safe Room and Shelters;

All shelters will be evaluated by the Facilities Department under the direction of the Executive Office and steps taken to ensure safety and effectiveness. The Division of Health and Community Services under the direction of Deb Echo-Hawk has offered to create kits containing lanterns, first aid items, water and other necessary components pending budget allowances. Concerns were raised during previous meetings regarding the utilization of the Fitness Center's safe room due to the presence of mirrors and weights.

**v. Open Forum**

**vi. New Business**

- a. Placed on the agenda for the next meeting.
- b. Next meeting date.

**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. The proxy also accepts the responsibility for disseminating the information from the TERC meeting to department staff.