

**TERC Meeting  
March 4, 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. Those in attendance were: Facilitator Dawna Hare, Finance Director Phillip Ellis, Facilities Director Jimmy Jestes, Education Director Deb. Echo-Hawk, Planner Delphine Nelson, Environmental Specialist Josh Daniel, Chief of Police David Kanuho, Human Resources Manager Shelby Exum and Communications Manager Toni Hill.
- b. **Place:** Building 64 Conference Room. **Time:** Meeting began at 2:48 p.m. and adjourned at 3:22 p.m.
- c. Minutes taken by Toni Hill.

**B. TERC Facilitators**

- a. Christal Windholz/Brian Seigle – ANA Grant Facilitators
- b. Gerald Woommavovah – 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. 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.
  - ii. Human Resources Manager Shelby Exum will prepare a report of NIMS training completions and present to Executive Director Dawna Hare for compliance follow-up.
  - iii. TERC members determined that future compliance would be the responsibility of the respective directors and/or the Executive Director to mandate.
  - iv. 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.
  - v. Toni Hill will facilitate quarterly NIMS100, NIMS700 courses for new hires and other employees as appropriate. Classes are scheduled for March 26 for NIMS100 and March 28 for NIMS700.

**D. ANA Grant Overview**

- a. Purchase of equipment
  - 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 - On order per Christal Windholz.

- ii. Tower (\$15,000 allotted) – on hold due to price increase
- iii. Radios - On order per Christal Windholz.

Gerald Woommavavah mentioned that the current tower bids averaged \$23,000 uninstalled. Woommavavah recommended the installation of three antennas to reach maximum efficiency.

Delphine Nelson suggested that each department contribution to the cost. Christal confirmed that this would be appropriate as a match. Details will be discussed in the next meeting.

#### **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.

#### **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.

This agenda item placed on hold due to Gerald Woommavavah's absence.

#### **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. 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.
- d. 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.
- e. 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 TERC members approved quarterly TERC meeting. The next will be held June 3, 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 June 3, 2013 agenda will be distributed the week of May 20. Please send any items of interest for placement on the agenda to Toni Hill by May 17, 2013. Thank you.

The March 4, 2013 meeting minutes will be placed on the Pawnee Nation website the week of April 8, 2013. Please advise Toni Hill of any needed corrections no later than April 5, 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