TERC Meeting
Jan. 13, 2014
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/Next Meeting
   a. Attendees: Pawnee Business Council (PBC) Vice President Bruce Pratt, Executive Director Lisa Gover, Muriel Robedeaux, Shelby Exum, Toni Hill, Tiffany Frietze, Rebekah Horsechief, Gerald Woommavovah, Christal Windholz, David Kanuho, Monty Matlock, Jimmy Jestes and Wesley Twins.
   b. Place: Building 64 Conference Room. Time: Meeting called to order by Toni Hill at 2:35 p.m.
   c. Documentation: Minutes documented by Toni Hill.
   d. The next TERC meeting will be held Monday, April 14, 2014 at 2:30 p.m. in the Conference Room located in Building 64. The agenda will be distributed no later than Friday, March 28, 2014. Please submit discussion items to the Communications Office by Friday, March 21, 2014.

B. TERC Facilitators
   a. Christal Windholz – ANA Grant Administrator
      Update: The ANA Grant has concluded. The implementation of fiber optics in appropriate buildings is completed. This action allows for a back-up system and greater communication options. Executive Director Lisa Gover expressed concern that the ANA program was orphaned. Further discussion tabled.
   b. Gerald Woommavovah – Emergency Service Coordinator (ESC)
   c. Toni Hill – Facilitator/Public Information Officer (PIO)

C. National Incident Management System (NIMS) Compliance
   a. Human Resources:
      i. Provided an update of compliance and completion. 
         Resolution Jan. 2014 - 1: The TERC members approved the integration of NIMS completion requirements into employee job descriptions as appropriate based on required involvement in the Emergency Management process.
      ii. New employees will be required to complete the appropriate courses during the 90-day Introductory Period. Classes facilitated by Toni Hill offered as an alternative to independent study.
      iii. Directors need to confirm the existence of and/or revise a departmental Continuity of Operations (COOP) plan during the 90-day Introductory Period as appropriate. 
         Resolution Jan. 2014 - 2: COOP plans must be placed on Sharepoint no later than Friday, Jan. 17, 2014. Gerald Woommavovah will review and provide feedback as warranted.
      iv. Discussion involving the implementation of quarterly training sessions for all employees to maintain an understanding of the NIMS procedures. 
         Resolution Jan. 2014 – 3: A NIMS review will be conducted by either Gerald Woommavovah, Kelton Kersey or Monty Matlock during employee meetings on a bi-yearly basis. This will be implanted during the February 2014 Employee Meeting – date to be announced.

Update: Human Resources Manager Shelby Exum confirmed that NIMS certificates of completion have been received from employees as required. Toni Hill will continue to work with Human Resources to schedule training sessions for new employees to aid in the completion of the required NIMS courses during the 90-day Introductory Period - dates to be announced.
Pawnee Nation Emergency Manager Monty Matlock reminded TERC members of the importance of integrating training and implementation of the Pawnee Nation Continuity of Government (COG) plan and Emergency Management policies in everyday duties as appropriate to allow for information retention and compliance. This action was supported by Executive Director Lisa Gover.

D. TERC Discussion Items
   a. Building Exit Plans
      Update: The Communications Office will disperse. The Executive Director requested that Toni Hill present the exit procedures during the Employee Meeting on Jan. 24, 2014.
   b. Emergency Preparedness Procedures/COOP Plan update
      Update: Please review section C.iii.
   c. Safe Room and Shelters;
      Update: Pawnee Nation shelters will be evaluated by the Facilities Department under the direction of the Executive Office and steps taken to ensure safety and effectiveness. To conserve funds, supplies for the shelters will be solicited from the American Red Cross (ARC) and other agencies. On Thursday, Jan. 16, 2014, Gerald Woommavovah delivered 50 blankets and various first aid supplies donated by the ARC. Items are housed in the EOC area.
   d. Concerns were raised during previous meetings regarding the utilization of the Fitness Center’s safe room due to the presence of mirrors and weights.
      Update: Education Director Rebekah Horsechief will review and prepare a proposal for the relocation of the safe room for the children and provide an update at the next TERC Meeting. In the interim, Rebecca Horsechief will provide updates to the Executive Director. Assistance from other departments will be requested as appropriate.

Bruce Pratt advised that interested individual(s) need to prepare a proposal including budgetary information regarding childcare safe room alterations prior to requesting an audience with the PBC.

Gerald Woommavovah noted that the mirrors located in the Fitness Center currently used as the safe room were not an issue of safety. Property Manager Jimmy Jestes advised that the presence of weights were minimal in the area specified which was constructed to operate as a safe room. Further discussion involved the justification of moving the Fitness Center to the gym area and using the vacated space as an extension of the childcare services. Further action tabled.

e. Gerald Woommavovah reminded TERC members that the purpose of departmental COOP Plans were to minimize disruption of services. The Title VI staff was praised for continuing meal delivery to homebound elders during recent inclement weather resulting in Pawnee Nation closings.

f. Gerald Woommavovah advised that the Pawnee Nation COG Plan needs updating by Executive Director.

g. Lisa Gover requested Share Point access for all employees noting that accountability for submissions were in place due to the automatic recording of posting details by the Share Point program.

E. New Business
   a. Discussion of emergency procedures of hazards chemicals.
   b. Update on the safe room for childcare.
   c. Revise Meeting Objectives due to the completion of the ANA Grant objectives.

F. Adjournment
   a. TERC Meeting adjourned at 3:42 p.m.

G. Next TERC Meeting
   a. Monday, April 14, 2014 at 2:30 p.m. in the Conference Room in Building 64.