

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 9 / 14 / 16

2. General Information:

Session: Open Executive - See instructions for the applicable laws, then choose one:

Agenda Header:

Accept as Information only

Action - please describe:

3. Supporting Materials

Report Resolution Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

Describe the purpose, background/history, and action requested:

Emergency Management 3rd Quarter Report and OBC report out of information from the Tribal Emergency Declaration March 23 -24, 2016.

- 1) Save a copy of this form for your records.
- 2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org



Oneida Nation
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TO: Oneida Business Committee
FM: Emergency Management
REF: Quarter 3 Report (April – June 2016)
Date: September 6, 2016

General Overview:

The Emergency Management Department works to ensure the Oneida Nation is in a constant state of readiness through the use of efforts focusing on preparedness, mitigation, response and recovery. Coordinating and cooperating with numerous divisions and departments within the Tribal organization as well as differing jurisdictional response agencies/entities EM focuses on providing a coordinated timely response to emergencies and/or disasters that threaten the life safety of community members, the environment and/or assets of the Oneida Nation. Through a shared vision of coordination and cooperation emergency/disaster plans have been developed using shared principles of response initiatives; EM is the go-between for response agencies/entities of the Oneida Nation and the numerous surrounding jurisdictions when an emergency/disaster that affects the Oneida Nation or the Oneida Community occurs.

Executive Summary:

The purpose of this report is to describe the activities of the Emergency Management Department during the months of April, May and June 2016. During this time the Emergency Management Department participated in a number of different activities discussed throughout the following information:

April – The Director continued work on the updates and changes to Emergency Support Functions (ESF) for the Oneida Nation Emergency Response Plan. ESF 4 – Fire Fighting and ESF 9 - Search and Rescue, were updated and signed off by the respective areas, then submitted to the East Central Regional Director for approval as part of the Emergency Management Performance Grant (EMPG). March concluded the first half of the fiscal year; Oneida EM submitted the Financial Report and 1st Half - Plan of Work Completed Deliverable Report to the East Central Regional Director for approval of EMPG.

During the month of April the Director hosted a Table Top exercise with WITEMA (Wisconsin Tribal Emergency Management Alliance), focusing on response to a food bourn illness. The exercise was very well attended (32 participants), 4 members of Oneida Business Committee attended and participated in the exercise hosted on the Stockbridge Munsee Reservation. Health Departments from several tribes and Counties attended the exercise, the discussion focused on differing tribal processes of Health Response and Community Outreach thru Communication and Warning.

During the month of March the Oneida Nation made an Emergency Declaration as a result of a Snow Storm event that affected the reservation and surrounding communities. Throughout the month of April the Director worked with the Division Directors and Department Managers that had staff and equipment that was used in response to the Snow Event. The information collected was reviewed for application purposes for potential reimbursement of expenses incurred during the declaration. The State of WI does not reimburse for snow removal expenses, and the expenses incurred during the event did not reach the threshold to apply for disaster assistance therefore Oneida did not receive any monetary reimbursement for the March 23 -24th Declaration (the report out provided to the OBC of the Declaration is attached to this report).

May – As part of the deliverables of the Emergency Management Performance Grant, the Director continued to meet with the necessary departments to update the Emergency Support Functions of the Oneida Nation ERP. In May the Director met with several Department Managers and Division Directors following up on Emergency Action Plans for all the areas and departments within tribally owned buildings.

The Director attended the National Preparedness Symposium that was hosted at the Emergency Management Institute in Emmitsburg, Maryland. EM was invited to attend to lend perspective from a Tribal perspective where training needs are being met and where there are needs for improvement in our region of the country. As the Chairwoman of WITEMA, attending this Symposium provided networking opportunities and break-out sessions to discuss with other Tribal Partners, our areas of focus, strengths, and what we would like to see more of for Emergency Management and Tribal Nations.

Much of the month of May Emergency Management focused on the final stages of the update to Oneida's Pre-Disaster Mitigation Plan. EM hosted a public comment evening for the PDMP, giving the community the opportunity to review and comment on the plan. EM gave away several door prizes to those in attendance; items such as weather radios, emergency back-packs, first aid kits and individual survival kits. Once the plan was presented for public comment, a copy was provided to WI Emergency Management for review and comment and also sent to FEMA for their review and comment in the approval process.

June – During the month of June the Director focused most of her time on continuing to update the Emergency Action Plans for the tribal departments. During the month of June our area experienced several severe weather events, none that reached the level of significance for declaration purposes. However, there were community members that were affected in differing ways as the result of the storms, EM worked with these community members by assisting them in obtaining services that were needed.

Continuing to work to meet the deliverables of the EMPG, EM submitted ESF 1 – Transportation and ESF 2 – Communications to the Regional Director for sign-off and approval. EM sent ESF 3 – Public Works and Engineering, ESF 7 – Resource Support, ESF 11 - and ESF 12 – Energy to the respective departments for review, comments and update. Upon review and update, once signatures are obtained these ESF will be sent to the Regional Director as part of Oneida Nation's ERP. EM also continued to review the final draft of the PDMP while waiting for FEMA's approval to request adoption through resolution.

During the 3rd quarter of FY 2016 the Emergency Management Department focused on updating and developing the Emergency Action Plans (EAP) for the Divisions and Departments throughout the organization. In cooperation with Bay Lakes Regional Planning Emergency Management submitted the Oneida Nation Pre-Disaster Mitigation Plan (PDMP) to FEMA for review and approval, EM also submitted a copy of the State of WI, as a courtesy, for review. Upon FEMA's review and approval, the PDMP will be presented to the OBC for adoption by Resolution.

Continuing to move forward in meeting the deliverables for the FY 2016 EMPG, EM completed the first half of the FY 2016 EMPG report. The report and narrative were submitted

to the Regional Director for approval of funding. The crosswalk detailing updated information to the Oneida Nation Emergency Response Plan during the first half of the fiscal year was also submitted. The crosswalk continues to be reviewed and updated to reflect the changes to the Oneida Nation ERP, the document will be submitted to the Regional Director with the final report and 2nd half submission for the 2016 FY EMPG at the end of September for final approval and funding.

----- End of Report -----

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TO: Oneida Business Committee
FM: Emergency Management
REF: Oneida Nation Declaration March 23 – 24, 2016
Date: April 26, 2016

FYI Report to the Business Committee in reference to the Emergency Declaration that was enacted for the Oneida Reservation on the evening of March 23rd thru the afternoon of March 24th.

At approximately 2:45 pm on March 23rd 2016 Emergency Management and the Oneida Police Department began having discussions concerning the pending snow storm that was schedule to affect a large area of the state of WI. Due to the nature of the impending weather, as well as the fact that Governor Walker declared a State of Emergency for WI, a joint decision was made to the Oneida Business Committee Vice-Chairwoman and Secretary that a declaration of a State of Emergency for the Oneida Nation for March 24th 2016 be made.

Due to previously scheduled training and travel, the Emergency Management Director, the Chief of Police and three of the BC Officers were all traveling. As a result, as it has been previously established in Oneida's Emergency Response Plan, Eric Krawczyk - Oneida's Public Health Officer, was given the authority and decision making ability to request any assets that would need to be acquired during the Declaration in EM and Police absence.

Emergency Management alerted both Brown and Outagamie Counties of the Declaration, as well as the East Central Region Director for Emergency Management. EM provided a USDR to the Region Director, who then shared the information with WEM. Emergency Management provided contact information and numbers via email to all those involved, discussing the declaration and next steps (if any) that would need to be followed during the declaration process.

The decision to declare the State of Emergency was passed onto the Oneida Communications department, whom sent out an email Tribal Wide to all departments denoting the Non-critical Facility and department closures as pursuant to our Tribal Emergency Closing Procedures. Both EM and the Tribal Secretary then followed up with an email to the departments that have snow removal responsibilities to remind them to track their expenditures in relation to snow removal response. In some instances of an Emergency or Disaster the Tribe may be eligible for reimbursement of certain expenditures; therefore the request was made to track those activities that are generally eligible for reimbursement.

Upon my return from training I submitted a request to all Managers and Directors for expenses incurred from snow removal response during the stated Declaration time frame. EM provided all areas having projected reimbursable costs the FEMA generated documents for tracking and logging all required information. Most areas did not have expenses due to their closures. The entities that did have expenditures provided the information as requested: in reference to labor, equipment and supply use for the duration of the event.

Although the Governor did declare a State of Emergency for WI, WI did not meet the required threshold for cost incurred for damages in relation to the effects of the storm to qualify for a Presidential Disaster Assistance Request. Oneida was still interested in seeking potential reimbursement; therefore EM sought out potential reimbursement for expenditures through the Wisconsin Disaster Fund WDF).

Through discussion with the Wisconsin Disaster Fund Specialist at WEM (Wisconsin Emergency Management) it was discovered that Oneida would not be eligible for reimbursement of any expenditures during the Declared Emergency. Unfortunately Snow Removal is not an expense that the WDF reimburses for. There are only three types of expenses that the WDF reimburses for differing types of events; 1) Debris Removal, 2) Protective Measures in relation to response to an event (ie activating mutual in response to an event, or calling in employees to work overtime or provide help in areas needed as a response), and 3) Road Repair.

In the event of an Emergency or Disaster, Oneida's threshold for expenses would be set at \$81,310.32 - based on the population provided by the 2010 census, with a required \$3.57 per person. In the future should Oneida experience an event, we will need to notify WEM within 24 hours that we have made a Declaration and provide a Uniform Situation Disaster Report (USDR), as well as provide an estimated cost expenditure within 48 hours.

When talking with the WEM Staff EM was provided the following information as required documentation for requesting future funding for WDF monies in the event of an Emergency or Disaster:

In order to apply for WDF reimbursement, the following documentation needs to be submitted in the timeframes indicated:

1. Uniform Disaster Situation Report (UDSR) submitted by the County/Nation EM Director – submitted within 24-72 hours of the incident, update as necessary.
2. Notification to WEM of Eligible Applicants for Wisconsin Disaster Fund (County WDF Notification) submitted by the County/Nation EM Director – submitted within 30 days of the incident.
3. Each applicant/municipality requesting WDF assistance must submit the following application packet within 60 days of the incident:
 - a. Copy of the signed local disaster/state of emergency declaration.
 - b. Applicant Request for State Public Assistance – signed by the Chief Elected Official of the local unit of government.
 - c. Documentation Toolkit.
 - d. All supporting documentation.

For the March 23 – 24, 2016 Declaration notification was provided to WEM along with the USDR within the 24 hour time frame, however an estimated cost projection was not. Although the cost estimation was not provided, that did not inhibit us from being eligible for reimbursement. Oneida will not receive reimbursement for duties performed in response to the snow storm that occurred March 23 – 24, 2016 because Snow Removal is not an eligible expense for reimbursement from the Wisconsin Disaster Fund, and secondly the State of WI did not qualify for funds for reimbursement from FEMA as there was not a Presidential Declaration Requested.

Although Oneida is not eligible to receive reimbursement for the activities performed, EM continued to work with the Departments that had potentially eligible cost to complete the cost analysis for the event. I have received most of the paperwork that would be needed to submit the required paperwork as of this date; however I am still waiting for final costs from DPW and Elder Services. The current cost estimates I have are expenditures totaling \$1263.40 (not including DPW and Elder Services). The intent of having the Departments fill out the paperwork

was so that in the future if there is an event they will know what to track, how to track it and the information that will be required for reimbursement submission.

Through discussion with WEM and FEMA Staff it was also discussed that in the event of an Emergency or Disaster when a Declaration is proclaimed initial straight time hours are not eligible for reimbursement, FEMA and WEM do not reimburse for individuals doing their normal duties, however if there is a Tribal Wide Closure any overtime hours are eligible for submission for reimbursement. Therefore it is Emergency Management's recommendation that while the Employee Hand Book is under revision, some consideration be given to the adoption of an Administrative Leave Policy for Emergency Closures. This policy would place employees on paid leave for the initial closure period of the significant event. It is my understanding that the last tribal wide closure occurred approximately 24 years ago, therefore I do not believe an adoption of this type of policy would have a significant effect on Departmental Budgets or the Tribe's budget overall.

Thank you for the assistance provided during the Declaration process, as well as your patience in allowing me to provide you this detailed report about the procedures and processes before, during and after a Declaration is proclaimed. If you have any questions or concerns about the incident please feel free to follow up with me via email or phone.

----- End of Report -----

Kaylynn Gresham
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