
 <p>ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Emergency Management Law – Emergency Management Operations Team</p>	<p>ORIGINATION DATE: November 18, 2022</p> <p>REVISION DATE: n/a</p> <p>EFFECTIVE DATE: December 14, 2022</p>
<p>AUTHOR: Legislative Reference Office</p> <p>PAGE NO: 1 of 3</p>	<p>APPROVED BY: <i>Oneida Business Committee</i> <i>(see attached minutes)</i></p>  <p><i>Lisa Liggins, Secretary</i></p>	<p>DATE: December 14, 2022</p>

1.0 PURPOSE.

- 1.1 The purpose of this standard operating procedure is to:
 - 1.1.1 Identify who composes the Emergency Management Operations Team;
 - 1.1.2 Set expectations for Emergency Management Operations Team members; and
 - 1.1.3 Address how noncompliance is communicated.

2.0 DEFINITIONS

- 2.1 "Director" means the Emergency Management Director.
- 2.2 "EOC" means Emergency Operations Center.
- 2.3 "GM Level Position" means the following positions:
 - 2.3.1 General Manager.
 - 2.3.2 Gaming General Manager.
 - 2.3.3 Retail General Manager
 - 2.3.4 Chief Financial Officer.
 - 2.3.5. Non-Divisional Representative.
 - 2.3.5.1 The non-divisional representative shall be an individual selected by the Oneida Business Committee.
- 2.3 "ICS" means Incident Command System.
- 2.4 "Microsoft Teams" means a software program which provides a communication and collaboration platform for workplace chat, file sharing, and video meetings.
- 2.5 "NIMS" means National Incident Management System.
- 2.6 "Team" means the Emergency Management Operations Team.

3.0 COMPOSITION OF THE EMERGENCY MANAGEMENT OPERATIONS TEAM

- 3.1 The Team shall be comprised of the individuals who are employed in the following positions:
 - 3.1.1 Oneida Police Department Chief of Police.
 - 3.1.2 Internal Security Department Director.
 - 3.1.3 Public Transit Manager.

- 3.1.4 Intergovernmental Affairs and Communications Director.
- 3.1.5 Purchasing Department Director.
- 3.1.6 Community/Public Health Officer.
- 3.1.7 Comprehensive Health Division Medical Division Director.
- 3.1.8 Comprehensive Health Division Operations Division Director.
- 3.1.9 Behavioral Health Director.
- 3.1.10 Governmental Services Division Director.
- 3.1.11 Family Services Director.
- 3.1.12 Community Resources and Economic Support Director.
- 3.1.13 Public Works Division Director.
- 3.1.14 Utilities Manager.
- 3.1.15 Zoning Administrator.
- 3.1.16 Environmental, Health, Safety, Land, and Agriculture Division Director.
- 3.1.17 Comprehensive Housing Division Director.
- 3.1.18 Aging and Disability Services Program Manager.
- 3.1.19 Cultural Heritage Department Manager.
- 3.1.20 Gaming Assistant Chief Financial Officer.
- 3.1.21 Casino Manager.
- 3.1.22 Retail General Manager.
- 3.1.23 Chief Information Officer.
- 3.2 The Director shall review the composition of the Team on an annual basis with all the GM level positions to determine if any revisions to the composition of the Team are needed.
- 3.3 This standard operating procedure shall be revised with any revisions to the composition of the Team.

4.0 EMERGENCY MANAGEMENT OPERATIONS TEAM TRAINING

- 4.1 The Director shall notify Team members of training opportunities and schedules.
- 4.2 All members of the Team shall complete the following trainings within six (6) months of their first meeting participating on the Team:
 - 4.1.1 ICS 100: Introduction to ICS.
 - 4.1.2 ICS 200: Basic ICS.
 - 4.1.3 NIMS 700: Introduction to NIMS.
 - 4.1.4 NIMS 800: National Response Framework.
- 4.3 All members of the Team shall complete the following trainings within a reasonable amount of time of the trainings becoming available:
 - 4.2.1 ICS 300: Intermediate ICS.
 - 4.2.2 ICS 400: Advanced ICS.
 - 4.2.3 G191: ICS/EOC Interface.
 - 4.2.4 G2300: Intermediate EOC Functions.
 - 4.3.5 W-410: Practical Application of ICS – Basic.
- 4.4 Team members shall provide the Director with verification of completed trainings.

5.0 EMERGENCY MANAGEMENT OPERATIONS TEAM MEETINGS

- 5.1 The Director shall schedule Team meetings as determined necessary.
 - 5.1.1 All Team meetings shall be scheduled at least five (5) business days in advance, unless exigent circumstances exist which require a Team meeting

- sooner than five (5) business days.
- 5.1.2 The Director shall provide notification of Team meetings through e-mail.
- 5.1.3 Team meetings may be held in person at a location determined by the Director, or through Microsoft Teams.
- 5.2 All members of the Team shall attend all meetings.
- 5.3 A member of the Team who is unable to attend a meeting shall:
 - 5.3.1 Send notification of their absence at the Team meeting to the Director; and
 - 5.3.2 Select a designee of their area to attend the Team meeting in their absence.
- 5.4 A member shall be considered to be non-compliant with the meeting requirements if they miss two (2) or more meetings without sending the Director notification of their absence and sending a designee to attend the meeting in their absence.

6.0 COMMUNICATION OF NON-COMPLIANCE

- 6.1 If a member of the Team is noncompliant with any requirement of the Team, then the Director shall provide notice of the noncompliance to the appropriate GM level position.
 - 6.1.1 The notice shall be sent to the appropriate GM level position within five (5) business days of the noncompliance.
 - 6.1.2 The notice shall state how and when the member of the Team is noncompliant with the requirements of the Team.
 - 6.1.3 The notice shall inform the GM level position that the Team member is in violation of the Emergency Management law and this standard operating procedure by being negligent in the performance of their duties as a member of the Team.
 - 6.1.4 The notice shall include that section 302.10-3 of the Emergency Management law provides that an employee who violates the Emergency Management law may be subject to disciplinary action in accordance with the Nation's laws and policies governing employment.
- 6.2. Within five (5) business days of receipt of the notice of noncompliance from the Director, the GM level position shall forward the notice of noncompliance to the Team member's appropriate supervisor.
 - 6.2.1 The GM level position shall direct the supervisor of the Team member to address the appropriate accountability of the Team member.
 - 6.2.2 If the GM level position is the supervisor of the Team member, then the GM level position shall address the appropriate accountability of the Team member.

7.0 REFERENCES

- 7.1 Emergency Management law, 3 O.C. 302
 - 7.2 Resolution BC-09-14-22-B, *Emergency Amendments to the Emergency Management Law*
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C. Approve the Oneida Nation Standard Operating Procedure (SOP) entitled Emergency Management Law – Emergency Management Operations Team (01:04:10)

Sponsor: Kaylynn Gresham, Director/Emergency Management

Motion by Jennifer Webster to approve the Oneida Nation Standard Operating Procedure (SOP) entitled Emergency Management Law – Emergency Management Operations Team with the addition of Chief Information Officer under 3.1 of the SOP, seconded by David P. Jordan. Motion carried:

Ayes: David P. Jordan, Lisa Liggins, Kirby Metoxen, Jennifer Webster
Not Present: Marie Cornelius, Tina Danforth, Daniel Guzman King, Tehassi Hill

The Oneida Business Committee, by consensus, recessed at 9:52 a.m. to 10:00 a.m.

Meeting called to order by Vice-Chairman Brandon Stevens at 10:02 a.m.

Roll call for the record:

*Present: Councilman David P. Jordan; Secretary Lisa Liggins; Councilman Kirby Metoxen; Vice-Chairman Brandon Stevens; Councilwoman Jennifer Webster;
Not Present: Councilwoman Marie Cornelius; Councilman Daniel Guzman King; Chairman Tehassi Hill; Treasurer Tina Danforth;*

Item XII.A. was addressed next.

D. Approve the Brown County Register of Deeds On-Line Access agreement - file # 2022-0933 (02:02:23)

Sponsor: Mark W. Powless, General Manager

Motion by David P. Jordan to approve the Brown County Register of Deeds On-Line Access agreement - file # 2022-0933, seconded by Kirby Metoxen. Motion carried:

Ayes: David P. Jordan, Lisa Liggins, Kirby Metoxen, Jennifer Webster
Not Present: Marie Cornelius, Tina Danforth, Daniel Guzman King, Tehassi Hill

Motion by David P. Jordan to approve a limited waiver of sovereign immunity for the Brown County Register of Deeds On-Line Access agreement - file # 2022-0933, seconded by Lisa Liggins. Motion carried:

Ayes: David P. Jordan, Lisa Liggins, Kirby Metoxen, Jennifer Webster
Not Present: Marie Cornelius, Tina Danforth, Daniel Guzman King, Tehassi Hill²

E. Approve the CY-2023 vacancy postings for Boards, Committees, Commissions, Corporate Boards, Standing Committees, and Other (02:03:55)

Sponsor: Lisa Liggins, Secretary

Motion by Jennifer Webster to approve the CY-2023 vacancy postings for Boards, Committees, Commissions, Corporate Boards, Standing Committees, and Other, seconded by Lisa Liggins. Motion carried:

Ayes: David P. Jordan, Lisa Liggins, Kirby Metoxen, Jennifer Webster
Not Present: Marie Cornelius, Tina Danforth, Daniel Guzman King, Tehassi Hill

² The first motion failed to identify that a limited waiver of sovereign immunity was being approved. The second motion provides that clarification in accordance with the Sovereign Immunity Ordinance. The Oneida Business Committee was not approving the agreement as that is a responsibility of the department.