

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



08 - 0659

Office of the Commissioner

445 Minnesota Street • Suite 1000 • Saint Paul, Minnesota 55101
Phone: 651.201.7160 • Fax: 651.297.5728 • TTY: 651.282.6555
w.dps.state.mn.us

September 5, 2008

Alcohol
and Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Traffic Safety

State Fire
Marshal

Governor Tim Pawlenty
State of Minnesota

The Honorable Linda Higgins, Chair
The Honorable Bill Ingebrigtsen
Senate Public Safety Budget Division

The Honorable Mee Moua, Chair
The Honorable Warren Limmer
Senate Judiciary Committee

Chief Justice Russell Anderson
Minnesota Supreme Court

The Honorable Michael Paymar, Chair
The Honorable Steve Smith
House Public Safety Finance Committee

The Honorable Joe Mullery, Chair
The Honorable Paul Kohls
Public Safety and Civil Justice Committee

Dear Colleagues:

Laws of 2008, Chapter 167 requires that "Each state agency that is assigned a role as a disaster or emergency response organization in the state emergency operations plan must have at least one employee who has completed the entire emergency management training curriculum..." that is maintained by the Minnesota Department of Public Safety Homeland Security and Emergency Management (HSEM) division.

Attached is a summary of the requirements to comply with this mandate as well as the report on the state agencies' compliance.

The Department of Public Safety views this correspondence as satisfying the reporting requirements as provided in Laws of 2008, Chapter 167.

If you have any questions regarding this report, please feel free to contact John Kerr, Deputy Director of HSEM at 651 201-7405.

Sincerely,

Michael Campion, Commissioner

**2008 Report to the Legislature
On
State Agency Compliance with Laws 2008, Chapter 167**

Laws 2008, Chapter 167 requires that "Each state agency that is assigned a role as a disaster or emergency response organization in the state emergency operations plan must have at least one employee who has completed the entire emergency management training curriculum..." that is maintained by the Minnesota Department of Public Safety Homeland Security and Emergency Management (HSEM) division. Furthermore, "If an agency is not in compliance...the agency must immediately file a plan with the division identifying how and when the agency will be in compliance." The Department of Public Safety is responsible for tracking these records and reporting the results to the legislature.

In the furtherance of state agency compliance with the emergency management training requirement, on April 17, 2008, the Commissioner of the Department of Public Safety sent an informational memo concerning it to the affected 22 state agencies, offices and boards. In addition, the HSEM Training Officer summarized the new requirement, and the process for complying with it, during an April 30, 2008, meeting of the State Emergency Preparedness and Response Committee. In response, all of the affected agencies have informed HSEM that they understand the requirements associated with Chapter 167, and are complying with them.

A summary of state agency compliance with the training requirement is shown on the attached spreadsheet. That document reveals that 10 of the affected 22 agencies, offices and boards are currently in compliance with the training requirement (i.e., have at least one employee who has completed the entire curriculum). It should be noted that one of the compliant agencies (the Board of Animal Health) contracts with a Department of Agriculture employee to fulfill these duties. That individual is a certified Emergency Manager. Twelve of the 22 agencies are in the process of becoming compliant. All agencies are either compliant or in the process of becoming compliant. It should be noted that 256 training hours are required in order for an individual to become a certified Emergency Manager, and completing those training hours typically takes approximately 2-4 years. Other information pertaining to agency compliance with Chapter 167 requirements is as follows:

- a.) Several agencies have determined that they want to be in conformance with the Federal Emergency Management Agency's recommendation that their personnel be trained "three deep". Hence, there are multiple staff names listed for those agencies;
- b.) Most (17) of the 22 agencies subject to the requirement have determined that the staff member who serves as their (State) Emergency Preparedness and Response Contact/Coordinator will complete the curriculum; and
- c.) The 12 agencies that are in the process of becoming compliant with the training requirement have filed a plan with HSEM as to how they intend to become compliant.

Lastly, HSEM intends to shortly provide all of the affected agencies with a more formal plan template that they will use in the future to report their compliance with Chapter 167. The completed templates will serve as the basis for the compliance report that the Commissioner of Public Safety must submit to the Legislature by January 15, 2009.

Attachment

Report on State Agency Compliance with Laws 2008, Chapter 167

Agency Name	Agency in Full Compliance	Plan Filed*	Employee Name	Agency EPRC/C	Classroom Courses Completed**	Independent Study Courses Completed**	Total	Certification Date	Notes
1 Attorney General's Office	No	Yes	Jeffrey Bilcik	None	0/12	0/17	0		Newly appointed.
2 Board of Animal Health	Yes	N/A	Anthony Becker (MDA)	No	15/15	13/13	28	3/9/2005	Has contract with BAH.
3 Department of Administration	No	Yes	Susan Thibedeau-Coilan	Yes	1/12	0/17	1		
4 Department of Agriculture	Yes	N/A	Anthony Becker	No	15/15	13/13	28	3/9/2005	
			Michael Starkey	Yes	1/12	0/17	1		
5 Department of Commerce	No	Yes	Jeffrey Haase	Yes	0/12	0/17	0		
6 Department of Education	No	Yes	Greg Sogaard	Yes	0/12	0/17	0		Newly appointed.
7 Department of Employee Relations	Yes	N/A	Cathlene Hockert	Yes	15/15	12/12	27	4/19/2005	
8 Department of Employment and Economic Development	No	Yes	Tina Folch	Yes	0/12	1/17	1		
9 Department of Health	Yes	N/A	Esther Ashley	No	12/12	17/17	29	4/25/2008	
			Jane Braun	No	12/12	17/17	29	5/7/2008	
			Agnes Leitheiser	Yes	0/12	2/17	2		
10 Department of Human Services	Yes	N/A	Nancy Doucette	No	1/12	2/17	3		
			Neil Doughty	Yes	12/12	17/17	29	4/25/2007	
			Glenn Olson	Yes	12/12	16/16	28	3/1/2005	
			Joseph Pivoschuk	No	9/12	17/17	26		
11 Department of Labor and Industry	No	Yes	Jeff Isakson	Yes	0/12	0/17	0		
12 Department of Military Affairs***	Yes	N/A	Jon Dotterer	No	6/12	0/17	6		
			Allen Glass	Yes	12/12	17/17	29	6/28/2007	
			David Lien	No	0/12	0/17	0		
			David Whaley	No	10/12	17/17	27		
13 Department of Natural Resources	Yes	N/A	Paul Fernholz	No	0/12	13/17	13		
			Terrance Lahti	Yes	0/12	2/17	2		
			William Spence	No	12/12	17/17	29	6/25/2007	
14 Department of Public Safety***	Yes	N/A	Cathy Clark	No	12/12	17/17	29	4/25/2008	
			Kris Eide	No	12/12	17/17	29	1/24/2008	
			Kevin Leuer	No	8/8	13/13	21	3/18/1995	
			Terri Smith	No	10/10	15/15	25	3/1/2000	
15 Department of Revenue	No	Yes	Donna Baker	Yes	0/12	7/17	7		
			Kathy Yzermans	No	0/12	2/17	2		
16 Department of Transportation	Yes	N/A	John Cavanaugh	No	12/12	17/17	29	7/24/2008	
			Susan Walto	No	12/12	17/17	29	4/25/2008	
17 EMS Regulatory Board	Yes	N/A	Robert Norlen	Yes	12/12	15/15	27	9/21/2004	
18 Metropolitan Council	No	Yes	Michael Conlon	No	0/12	0/17	0		
			James Franklin	No	0/12	2/17	2		
			Steve McLaird	Yes	0/12	0/17	0		
			Vince Pellegrin	No	0/12	3/17	3		
19 MN Housing and Finance Agency	No	Yes	Katy Lindblad	Yes	0/12	1/17	1		
20 MN Pollution Control Agency	No	Yes	Steve Lee	Yes	0/12	2/17	2		
21 MN State Colleges and Universities	Yes	N/A	Tracy Worsley	No	12/12	17/17	29	5/7/2008	
22 Office of Enterprise Technology	No	Yes	Siri Johnson	Yes	0/12	3/17	3		

* The plan by which an agency intends to work toward full compliance was communicated by the affected state agencies to HSEM.

** Certification requirements are revised periodically. The number of courses required for certification is currently 12 classroom and 17 independent study. Individuals who achieved certification at an earlier date may have met different requirements.

*** Due to space limitations, the names of additional staff members who are certified or are in the process of certification have been omitted from this report.