

09 - 0212

**2009 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.

To further 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 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. Lastly, HSEM has provided to those agencies a compliance plan template to be used to report their compliance with Chapter 167.

A summary of state agency compliance with the training requirement is shown on the attached spreadsheet. That document reveals that 11 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), and the remaining 11 are in the process of becoming compliant. 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. It should be further noted that 256 training hours are required in order for an individual to become a Certified Emergency Manager, and the completion of those training hours typically takes approximately 2-4 years. Currently, anticipated agency compliance dates range from 4/29/09 to 10/1/12.

Other information pertaining to agency compliance with Chapter 167 requirements is as follows:

- a.) All 11 agencies that are in the process of becoming compliant with the training requirement have completed the plan template provided to them by HSEM, and returned it to the Division. Agencies use the plan template to indicate how they intend to become compliant. These plans are on file with HSEM.
- b.) Several agencies have determined that they want to conform to the Federal Emergency Management Agency’s recommendation that their personnel be trained “three deep.” Hence, multiple staff names for those agencies are listed on the attached spreadsheet;

Lastly, the completed plan templates filed by the affected state agencies will serve as the basis for the Chapter 167 Compliance Report submitted by the Commissioner of Public Safety to the Legislature by January 15 of each year.

Attachment

Report on State Agency Compliance with Minnesota Statutes 2008, Sec. 12.09, Subd. 10

Prepared by the Minnesota Department of Public Safety Division of Homeland Security and Emergency Management

Agency	*Full Compliance	Anticipated Compliance	**Designated Employee	Certified	Target Certification
Office of the Attorney General	No	7/31/2012	Jeffrey Bilcik	No	7/31/2012
Board of Animal Health	Yes	N/A	Anthony Becker (MDA)	Yes	N/A
Department of Administration	No	12/31/2010	Susan Thibedeau-Coilan	No	12/31/2010
Department of Agriculture	Yes	N/A	Anthony Becker Michael Starkey	Yes No	N/A 3/31/2010
Department of Commerce	No	6/30/2010	Jeffrey Haase Lise Trudeau	No No	6/30/2010 6/30/2010
Department of Education	No	8/31/2012	Greg Sogaard	No	8/31/2012
Minnesota Management & Budget	Yes	N/A	Cathlene Hockert	Yes	N/A
Department of Employment & Economic Development	No	12/31/2010	Tina Folch	No	12/31/2010
Department of Health	Yes	N/A	Esther Ashley Jane Braun Agnes Leitheiser Judy Bifulk	Yes Yes No Yes	N/A N/A N/R N/A
Department of Human Services	Yes	N/A	Virginia Casey Neil Doughty Glenn Olson Joseph Piwoschuk	Yes Yes Yes Yes	N/A N/A N/A N/A
Department of Labor & Industry	No	12/31/2009	Alden Hoffman	No	12/31/2009
Department of Military Affairs	Yes	N/A	Allen Glass David Whaley Jon Dotterer David Lein	Yes Yes No No	N/A N/A N/R N/R
Department of Natural Resources	Yes	N/A	William Spence Paul Fernholz Terrance Lahti	Yes No No	N/A 1/31/2010 1/31/2010
Department of Public Safety	Yes	N/A	Kris Eide Cathy Clark Kevin Leuer Terri Smith	Yes Yes Yes Yes	N/A N/A N/A N/A
Department of Revenue	No	12/31/2011	Donna Baker Kathy Yzermans	No No	12/31/2011 12/31/2011
Department of Transportation	Yes	N/A	John Cavanaugh Gary Fried Susan Walto	Yes Yes Yes	N/A N/A N/A
Emergency Medical Services Regulatory Board	Yes	N/A	Robert Norlen	Yes	N/A
Metropolitan Council	No	7/31/2009	Vince Pellegrin James Franklin Steve McLaird Michael Conlon	No No No No	7/31/2009 7/31/2009 12/31/2010 9/30/2012
Minnesota Housing Finance Agency	No	10/1/2012	Katy Lindblad Charles Callender Denise Holter Anthony Peleska	No No No No	10/1/2012 10/1/2012 10/1/2012 10/1/2012
Minnesota Pollution Control Agency	No	4/29/2009	Jason Moran Jim Stockinger Steve Lee Dorene Fier-Tucker	No No No No	4/29/2009 12/31/2009 8/31/2011 8/31/2011
Minnesota State Colleges and Universities	Yes	N/A	Tracy Worsley	Yes	N/A
Office of Enterprise Technology	No	12/31/2009	Siri Johnson	No	12/31/2009

*Full compliance requires an agency to have at least one employee who has completed the entire emergency management curriculum.

**Agencies may employ additional certified emergency managers or those in the process of certification who have not been designated for purposes of this report.