

SUMMARY OF QUALIFICATIONS

More than 31 years of experience in Public Safety, 29 years with the Duluth Fire Department. I have diverse experience in public safety response, budget creation and management, planning and grant management. I am adaptable and have the professional attributes for future employment consideration.

PROFFESIONAL EXPERIENCE

2015-Present EXECUTIVE DIRECTOR, Association of Minnesota Emergency Managers

- Provide office/headquarters for AMEM.
- Maintain all financial accounts of the association.
- Prepare annual budget for consideration, and subsequent adoption by the Board of Directors, and provide on-going budget tracking.
- Maintain federal and state non-profit status accreditation.
- Initiate preparation and submission of any applicable tax returns.
- In coordination with the Treasurer, prepare all association financial records for annual audit by the Audit Committee of the Association.
- Prepare draft agenda for all board meetings for review by the President.
- Prepare board meeting read-ahead packets and email to board members no later than one week before a scheduled board meeting.
- Assisting event committee/planners in development of the event, to Include theme, speakers and arrangements.
- Assist event committee/planners in coordination with host facility of event.
- Preparation and forwarding to vendors of any necessary requests for bid for future conference site; prepare analysis of bids and report same to the Board of Directors with recommendation for Board approval.
- Manage work of AMEM Webmaster, and provide AMEM Webmaster with continual update material for the Association website.
- Provide staff leadership in planning and managing events.
- Assist the Board of Directors in developing any Association-initiated Legislative priorities.
- Coordinate and support Board of Directors in any Association-Initiated lobbying efforts.

2003-2014

FIRE CHIEF, City of Duluth

- Manage all fire department divisions, oversee resources, provide long and short term planning, provide direction and set expectations in the operation of the Department.
- Development of Fire Department Budget (16 million dollar), capital expenditures, enforcement of the labor contract provisions, and grant management.
- Active senior member of the city management team responsible for supporting and carrying forward city priorities.
- Provide updates and recommendations to administration on issues related to emergency response, level of preparedness, and department and community needs.
- Responsible for implementing and enforcing city and fire department policies that provide direction to Fire Department staff.
- Provide short and long term planning, employee development, employee evaluation, establishment and monitoring of performance measures, and am responsible for hiring and discipline.
- Local authority concerning fire and emergency issues. Establish appropriate firefighting techniques, plan firefighting strategies, liaise with other emergency response partners, ensure firefighting policies and procedures are strictly adhered to, and make recommendations on changes when necessary
- Liaison for all fire department issues between department and the city council, mayor, and public.
- Grant Manager for fire department and emergency management grant programs.
- Serve as the City of Duluth's Emergency Manager

2003-2014

EMERGENCY MANAGER, City of Duluth

- Prepare the City for major emergency events, including nuclear, biological, chemical, weapons of mass destruction, and manmade or natural disasters.
- Insure preparedness through ongoing training, plan updating, and, coordination with other jurisdictions, mitigation, response and recovery.
- Represent the City in the coordination with County, State, and Federal emergency response and emergency management agencies
- Insure the City participates in all regional, state , and federal emergency management programs
- Coordinate City-Wide Emergency Management Training (NIMS) – coordinate and track NIMS training for police, fire, public works, and other city offices to insure NIMS training is completed.
- Oversee and manage EMPG program for the City of Duluth.
- Active Member in HSEM Region 2 planning.

1997-2003

FIRE MARSHAL, City of Duluth

- Represents department director at department head meetings providing input to City Administrators on fire department activities and budget
- Actively manages the Fire Prevention Division promoting continual enhancements to services
- Participates in establishing fire department policies to accomplish department goals
- Pursues alternate ways to acquire funding for programs that enhance department services
- Works closely with other department heads and division managers on Participates in the establishment of the fire prevention budget.
- Represents Fire Department at various boards, commissions, and city council meetings. Works to disseminate information smoothly to governing bodies.

- 1989-1998 EXECUTIVE SECRETARY, local 101 IAFF Duluth
- Manages all union business and policies of Local 101 to ensure a healthy union
 - Ten years of negotiating labor contracts with City Administration. Vast knowledge of the labor contract and negotiation history.
 - Active member of the Labor Management Medical Insurance Committee with knowledge of the functions of the committee and a history of the self-insured fund and benefits
 - Processes all fact finding and grievances. Working to limit grievances through proper contract interpretation and administration.
 - Active liaison between fire department management and union members
 - Resolves conflict by advising fire department management and union members on contract matters
 - Proposes new legislation and testified at the state legislature on fire related bills.
 - Department of Public Safety committee member (Minnesota Joint Fire Council)
- 1986 - 1997 DEPUTY FIRE MARSHAL, CAPTAIN, FIRE EQUIPMENT OPERATOR, FIRE FIGHTER, City of Duluth
- Response to all type emergencies to reduce the risk to life and property
 - Knowledge of procedures and policies of each job and understanding challenges of each position
 - Experience at all positions in the operations of the Duluth Fire Department
 - Public information officer and fire department representative for media. Established good relationship with media
 - Provide support for executive board members
 - Coordinated fire investigations between various City, County, and State organizations.
 - Manage inspection program and supervising employees conducting inspections.
 - Set policy on all prevention and investigation activities
 - Manage multi-agency arson task force
 - Public Education
- 1984-1986 Albert Lea Ambulance

EDUCATION

- 1992-1997 College of Saint Scholastica (Management Degree Program)
Bachelors of Arts Degree - Graduated Cum Laude
- 2012 Harvard Training Institute – Community and Blight Planning
- 1997-Present FEMA Independent Study and classroom training.
Completed over three hundred FEMA and State emergency management training classes
- 2004-Present Emergency Management Certification Program
Certified State of Minnesota Emergency Manager and ongoing Continued Education
- 1993-Present United States Fire Administration - Emmitsburg Maryland
15 years attending the National Fire Academy on campus classes
- 1994-2004 International Association of Arson Investigators
Certified International Arson Investigator

PROFESSIONAL AFFILIATIONS

- Association of Minnesota Emergency Managers
- Arrowhead Region Emergency Manager Association
- Minnesota Fire Chiefs Association (Board Member)
- International Association of Fire Chiefs
- International Association of Fire Fighters
- International Association of Arson Investigators
- Fire Marshal's Association of Minnesota
- Governors Code Council
- Arrowhead Chapter of Building Officials
- United States Fire Administration Alumni Association
- 12 year Member for the City of Duluth Charter Commission
- Board member of the City of Duluth Board of Appeals
- President Elim Lutheran Church

EMERGENCY MANAGEMENT SPECIFIC PROFFESIONAL ACCOMPLISHMENTS

- **Fire Department Operational Study** – In 2011, I contracted with System Planning Corp -Tri-data to assess the efficiency and effectiveness of the Duluth Fire Department. The final study was released in 2012. We used this document to consolidate stations, improve our staffing model, expanded emergency planning, reduce the size of fleet and come much closer to meeting national firefighting standards. We are now a better organized department with the tools to move into the future.
- **2012 Duluth Floods** – Coordinated the presidential declared disaster by managing the Emergency Operation Center. Worked with the city, county, state, FEMA, and volunteer responses. Worked through emergency response, declaration, through recovery.
- **City-Wide Emergency Management Training (NIMS)** – Insured proper city employees and elected officials are appropriately trained in National Incident Management System. Coordinated training for over four hundred city employees in incident command training ranging from awareness to advanced. This provided a team of well trained employees that were prepared for our flood event.
- **Grants:** Actively pursued, awarded, and managed grants to help reduce operational costs. In the last 7 years, the fire department has awarded over **\$3,200,000** of State and Federal grants to purchase safety equipment, apparatus, staff, response equipment, public warning systems, fire prevention work, and communication equipment.
- **New 800MHz Public Safety Communication System** - I managed the 800 MHz radio upgrade. The upgrade cost 2.3 Million with 60% being funded through Federal and State grants. The upgrade brought the city into compliance with the 2013 FCC requirements and gives us a statewide interoperable radio system.
- **Active Board Member of Minnesota Fire Chiefs Association** – my 12 years of experience as Minnesota Fire Chiefs Association board member has given me a wealth of experience on fire and emergency management issues as well as how to support an active board and understanding of the role of Executive Director.
- **Oversight of EMPG program for the City of Duluth.** – managed the EMPG program for the city of Duluth. This included documentation of work, al EMPG reporting to state and expanding the Emergency management program for the City of Duluth.
- **CodeRed Program** - Implemented the CodeRed Emergency notification program in the city of Duluth.
- **THIRA lead for Region 2** – took on the lead role for THIRA Development for the region for multiple years and provide support to other counties and emergency managers where needed.
- **Installation of All Hazards Warning Siren System:** Proposed and managed the installation of the new All-hazard Siren system replaced a system over 40 years old. The new system uses fewer larger sirens with up-to-date electronics with voice capability and two way communications. This project was made possible by a \$750,000 federal port grant in 2008. The system became fully functional in 2009.

- **Enhanced Training Program** – in 2012, we increased our department training by 430%. This increase addresses requirements of fire fighter licensing and NIMS related training. The Fire Department has become a state licensed training facility for Emergency Medical Technician recertification.
- **Employee Evaluation, employee development, and succession planning** -Employee evaluations were conducted with all employees focusing on essential skills, interpersonal communication, and employee development. In 2012, this tool was used to aid in succession planning, provide leadership training, and identify training needs.

Complete list of training certificates, references, and additional accomplishments available on request.