



June 5, 2007

MEMORANDUM
OFFICE OF THE MAYOR

Agenda Item No. 2B1

DATE: May 23, 2007

TO: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

FROM: 
Carlos Alvarez
Mayor

SUBJECT: Appointment of the Director of the Office of Emergency Management
and Homeland Security

I am pleased to announce the appointment of Mr. Charles Douglas Bass as the Director of the Office of Emergency Management and Homeland Security (OEM/HS) effective June 11, 2007. This appointment is pursuant to a national search that yielded a total of 150 applicants of which 49 were deemed qualified. The screening committee interviewed seven candidates and three semi-finalists were interviewed by myself and the County Manager. It is with great confidence that I appoint this seasoned, innovative emergency management professional to lead this vital public safety function.

Since 2002, Mr. Bass has served as the Director Office of Emergency Management in Fairfax County, Virginia, a community that covers 399 miles and has a population that exceeds 1.1 million. In this capacity, he has administered the Fairfax County Emergency Management program and has led emergency and homeland security preparedness exercises for the county. He also serves as Chair of the Washington Metropolitan Council of Government's Emergency Management Committee. Prior executive appointments include serving as the Emergency Services Director and Emergency Management Coordinator for Onslow County, Jacksonville, North Carolina and Assistant Emergency Management Director/Emergency Preparedness Manager, Wake County, Raleigh North Carolina. Mr. Bass has more than 20 years of experience developing, planning and implementing all phases of emergency management activities and has distinguished himself as a leader in this field as evidenced by his numerous awards, leadership positions and public speaking engagements. Mr. Bass holds a Bachelor of Science degree in Criminal Justice from North Carolina Wesleyan College, a Master's Degree in Education from North Carolina State University and numerous Emergency Management Incident Command and Safety certifications. His resume is attached for your review.

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Pursuant to the Miami-Dade County Charter Article 2, Section 2.02, the Director of OEM/HS and that office will report to me through the County Manager. I want to thank Fire Chief Herminio Lorenzo and Interim OEM/HS Director Robert Palestrant for their support over the past year. I am confident that Mr. Bass will continue to receive their support and assistance in order to ensure a smooth transition.

I also want to thank the screening committee members, who included David Brown, City Manager of Coral Gables, two Assistant County Managers, our Fire Chief, and Police Chief for their diligence throughout this selection process. Please join me in congratulating Mr. Bass and wishing him success as he assumes this challenge as the new Director of the Office of Emergency Management and Homeland Security.

Attachment

c: Honorable Bennett Brummer, Public Defender
Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit
Honorable Kathy Fernandez-Rundle, State Attorney
Honorable Harvey Ruvlin, Clerk, Circuit and County Courts
Marvin O'Quinn, President Public Health Trust
Murray A. Greenberg, County Attorney
George M. Burgess, County Manager
David Brown, City Manager, City of Coral Gables
Denis Morales, Chief of Staff, Mayor's Office
Assistant County Managers
Christopher Mazzella, Inspector General
Robert Meyers, Executive Director, Commission on Ethics and Public Trust
Department Directors

Memorandum



Date: May 23, 2007
To: Charles Douglas Bass
Director
Office of Emergency Management and Homeland Security
From: George M. Burgess
County Manager
Subject: Charge Memorandum - Office of Emergency Management
and Homeland Security

As you begin your tenure as the Director of the Office of Emergency Management and Homeland Security (OEM/HS), it is important that you continue the focus that has been placed on comprehensive emergency preparedness in this community. With the beginning of hurricane season on June 1st, it is critical to continue the preparation efforts that have already been initiated. The following summarizes the other priorities that will require your action over the next year:

- Develop and implement a community alerting system for residents to be notified of emergency activations
- Fully implement all components of the Disaster Employee Assistance program, ensuring there is an administrative manager in OEM to execute all aspects of the program across departments
- Act quickly in properly staffing OEM, including recruitment selection and hiring of your leadership team
- Work to improve the ability of Miami-Dade County residents to respond to emergencies by providing quality Community Emergency Response Team training and easily accessible information
- Work closely with General Services Administration to coordinate a seamless transition of the Emergency Operations Center to the new Lightspeed building
- Develop a business plan within the context of the Active Strategy system, with measurable objectives and performance criteria for all-hazardous disaster preparedness and remediation
- Improve the guidance and expertise provided to other County departments; review and revise department emergency plans and assist in plan implementation; encourage and assist County departments to apply for disaster mitigation funds; provide effective training to County departments on EOC and National Incident Management System procedures

- Pursue Interoperability funding and possible pilot programs with OEM, Police, Fire Rescue, Enterprise Services Technology Department and General Services Administration
- Continue to work closely with my office and all homeland security partners, particularly the Miami-Dade Police Department (MDPD), on legislative priorities and grants management, including the Urban Areas Security Initiative (UASI)
- Work with the Communications Department to improve our message related to emergency preparedness to all of our community
- Continue integrating Police and Fire into all aspects of Emergency Management and Homeland Security

Please work closely and cooperatively with Assistant County Manager Alina T. Hudak on all of these important matters that cut across departmental lines and have a substantial impact on our community. I expect a status report on each of the above charges on a monthly basis, beginning July 11, 2007.

Congratulations on your appointment and I look forward to working with you.

c: Honorable Carlos Alvarez, Mayor
Honorable Bruno A. Barreiro, Chairperson,
and Members, Board of County Commissioners
Denis Morales, Chief of Staff, Office of the Mayor
Alina T. Hudak, Assistant County Manager

APPROVED:



Carlos Alvarez
Mayor

Date: 5-23-07

Charles Douglas Bass
14453 Glencrest Circle
Centreville, Virginia 20120

Reference Job Number 7370120... Director of Emergency Management

Employment History

11-08-02 To Present (Currently Employed)

Director, Office of Emergency Management
Fairfax County Government, Suite 565
12000 Government Center Parkway, Fairfax, VA 22030

7-1-98 To 11-08-02 (4.5 years full time)

Emergency Services Director & Emergency Mgt Coordinator
(Department Head for E-911 Consolidated Dispatch Center, Emergency Management, EMS
Paramedic Services, County Fire & Rescue Departments)
Onslow County Emergency Services Department
1180 Commons Drive North, Jacksonville, NC 28546

12-87 To 7-1-98 (10 years full time)

Asst. Emergency Mgt. Director/Emergency Preparedness Manager
Wake County Department of Public Safety
Wake County Emergency Management Division
P. O. Box 550, Raleigh, N. C. 27602

01-86 To 12-87 (2 years full time)

Course Development Manager (GS-11)
Terrorism Training Division
J. F. Kennedy Special Forces Training Center
Dept. of Army, Ft. Bragg, N. C. 28307

09-81 To 12-85 (4.3 years full time)

Department Head- Emergency Services Training Program
Wilson County Community College
P. O. Box 4305, Wilson, N. C. 27893

09-78 To 08-81 (3 years full time)

Department Head- Law Enforcement Curriculum
Bladen Technical Community College
P. O. Box 266, Dublin, N. C. 28332

05-69 To 07-78 (8.9 years volunteer)

Firefighter & Rescue Squad Captain
Vander Volunteer Fire-Rescue Department
3509 Clinton Road, Fayetteville, N. C. 28301

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Emergency Certifications & Degrees

Section I...College Degrees

- Graduate of Wilson Community College-AA Law Enforcement-1972
- Graduate of N.C. Wesleyan College-BS Criminal Justice-1974
- Graduate of N.C. State University-Masters Degree in Education-1981
- Graduate of Wilson Community College-AA Fire Protection Technology-1984

Section II...Emergency Medical Services Previous Certifications

- Certified *Emergency Medical Technician (EMT)* by State Emergency Medical Services
- Certified EMT (*Instructor/Coordinator*) by N. C. Office of Emergency Medical Services
- Certified CPR (*Affiliate Regional Faculty*) by American Heart Association
- Graduate of Advanced Cardiac Life Support (*ACLS*) by American Heart Association
- Graduate of Advanced Medical Training Class by American Academy of Surgeons
- Graduate of Paramedic Training Course at Wilson Technical Community College

Section III...Fire, Fire Investigation, HAZMAT & Fire Inspections Previous Certifications

- Certified Fire Instructor *Level IV* by N.C. State Fire Marshal's Office
- Certified Firefighter *Level III* by N.C. State Fire Marshal's Office
- Certified State Fire Inspector *Level III* by N.C. Code Qualification Board (Expired)
- Certified *State Fire/Arson Investigator(CFI)* by N. C. Department of Insurance
- Certified to teach "Arson Investigations for First Responders" by NFA.
- Certified Hazardous Materials Operations (*Instructor*) by N.C. Fire Marshal's Office
- Certified Fire Instructional Methodology Instructor-Trainer by NC Fire Marshal's Office

C. Douglas Bass, Reference Number 7370120

Section IV... Emergency Management, Incident Command & Safety Current Certifications

- Certified Emergency Manager (*CEM*) by International Association of Emergency Managers
- Certified Emergency Management *Coordinator IV* by NC Emergency Management
- Certified Emergency Manager by Virginia Department of Emergency Mgt.
- Certified Incident Command (*Instructor*) by National Fire Academy & Others
- Graduate of the OSHA Compliance Officers Course-N.C. Department of Labor
- Graduate of the NFA/EMI-Executive Development Program

Professional Affiliations & Associations:

- Chair, National Capital Region Emergency Managers Committee for Metro Council of Government
- Member, CEM Commission, International Association of Emergency Managers
- Past Chair, Homeland Security Committee, International Emergency Managers Association
- Past Chair, NCR Training and Exercise Committee, Metro Council of Government
- Member, NCR Emergency Preparedness Council for Metro Council of Government

- Ex-Officio Member of the Onslow County Fire Commission & Fire Chief's Association
- Ex-Officio Member of the Emergency Medical Services Advisory Board & Rescue Chief's Assoc.
- Past Chairman of the NC Emergency Management Association's Training Committee
- Past Chair of the Onslow County Military Civilian Task Force for Emergency Response
- Past Vice-Chairman of the Onslow County Local Emergency Planning Committee (LEPC)
- Past Member N. C. Society of Fire Service Instructors
- Past Member International Association of Arson Investigators (IAAI), N. C. Chapter
- Past Member National Professional Emergency Planners Association
- Past Member of the Executive Committee for the North Carolina Emergency Management Association

Awards & Accomplishments:

- National Association of Counties Award for Emergency Management Partnerships (2006)
- National Association of Counties Award for Emergency Alert, Warning & Notification (2004)
- Certificate of Recognition by Fairfax County Board of Supervisors (2005)
- Two Certificates of Commendation by US Marine Corps Command General-Camp Lejeune (2001/3)
- National Association of Counties Award for Chemical Emergency Planning Program (1995)
- National Association of Counties Award for County-Wide Incident Command Plan (1990)
- National Association of Counties Award for Chemical Emergency Response Program (1998)
- Certificate of Recognition for Contribution to Response & Recovery Efforts during the Zebulon Tornado presented by the Wake County Board of Commissioners
- Proclamation from Wake County Board of Commissioners for performance during Hurricane FRAN.
- "Fireman of the Year" by the membership of the Vander Volunteer Fire Department
- Certificate of Appreciation from N. C. Department of Insurance for teaching during Rescue College
- "Triple Crown" Teaching Award from the N. C. Justice Academy
- Certificate of Appreciation from American Heart Association for 20 Years of Service

C. Douglas Bass, Reference Number 7370120

- Two Civilian Certificates of Merit from the U.S. Department of Army
- Plaque for "Loyal & Dedicated Service" from the Raleigh Fire Department
- Advanced Law Enforcement Certificate from N. C. Department of Justice
- Advanced Service Award from N. C. Sheriff's Training & Standards Council
- Certificate of Appreciation from Wake County Public Safety Department
- Plaque for "Support & Loyalty" from the Wendell Fire-Rescue-HAZMAT

Public Speaking:

Frequently, in my role as the Fairfax County Emergency Manager and Chairman of the NCR Emergency Manager's Committee, I am called upon to make presentations before conferences, public and professional groups throughout the National Capital Region. Some of these speaking engagements include...

- Speaker at 2006 Florida Governor's Hurricane Conference on Developing Regional Partnership through EMAP (Broward County, Fl)
- Speaker at American Military University's Symposium on Homeland Security (Washington, DC)
- Keynote Address at the Location Based Social Networking for Crisis Management Conference (Arlington, Va)
- Speaker at Fairfax County Pandemic Flu Business Summit (Fairfax, Va)
- Guest on TV News Channel 8 to discuss Emergency Preparedness (Arlington, Va)
- Speaker at the Virginia Emergency Management Conference (Williamsburg, Va)
- Speaker at the Maryland Fire & Rescue Institute on Emergency Management (College Park, MD)
- Speaker for GOVSEC 2005 Homeland Security Solutions Conference (Washington, DC)
- Speaker at the Emergency Alert & Notification Solutions for Government and Business Conference (Washington, DC)
- Speaker at the Annual Chief Technology Officer (CTO) Forum (Arlington, Va)

- Panel Member, Interagency Resources Management Conference (Williamsburg, Va)
- Speaker, Homeland Security Egov Conference (Washington, DC)
- Speaker, Georgetown University's Graduate Seminar on International Marketing and Terrorism (Washington, DC)

Emergency Management Experience:

Asst. Emergency Management Director, Wake County, North Carolina (12-87 to 7-98)

- For 11 years I served as the Assistant Emergency Management Director for Wake County (North Carolina). Wake County has a population base of over 750,000 residents. It is the second largest county in North Carolina, the capital county and hosts the City of Raleigh City of Cary and ten other municipalities. Wake County is a major hub for municipal, county and state governmental agencies. Wake County is the home to N.C. State University and six other public and private institutions of higher learning. Wake County is the home to the nationally recognized Research Triangle Park and Raleigh-Durham International Airport. In addition, it is the home to Harris Nuclear Power Plant.

C. Douglas Bass, Reference Number 7370120

- I served as the Wake County Emergency Preparedness Manager for the County's Department of Public Safety. I managed the team of six people that directs and implements a countywide emergency preparedness program that includes emergency planning, training, and simulated emergency exercises. In addition, the Preparedness Team is responsible for the operation and management of the County EOC. I supervised the county emergency response plan for the Harris Nuclear Power Plant and the County Hazardous Materials program (planning and response).
- As the Wake County Emergency Management Operations Officer and senior emergency duty officer with Wake County Department of Public I was charged with the overall responsibility inherent with the coordination of multiple response efforts necessitated by emergency situations (fires, hazardous chemical spills, search/rescue activities, aircraft/transportation crashes, radiological accidents, and weather emergencies) occurring throughout the county. I served as a shift manager for the Wake County EOC for Hurricanes Hugo, Bertha and Fran. The EOC was activated for twelve days during hurricane Fran. In addition, I provided training and logistical support to the county-wide public safety 800 MHz radio infrastructure program.

Director of Emergency Services, Onslow County, North Carolina (7-98 to 11-02)

- Onslow County (North Carolina) is a coastal county with a land area of over 750 square miles. The County is approximately 120 miles east of Raleigh and 50 miles north of Wilmington, NC. The County is home to nearly 150,000 permanent residents (plus another 50,000 seasonal residents) and includes the towns of Jacksonville, North Topsail Beach, and Holly Ridge, Richlands, Swansboro and part of Surf City. Onslow County is the home to Camp Lejeune Marine Corps and New River Air Station. The County offers a natural backdrop for the ultimate in outdoor coastal recreation and sports with over 30 miles of beautiful beaches. Onslow County is the seventh largest of the 100 counties in North Carolina.
- As the Onslow County Emergency Services Director for almost five years, I administered the County Consolidated Emergency Communications 911 Center, County-Wide Paramedic EMS Program, Fire Marshal's (Fire Chief) Office and served as the County Emergency Management Director. In addition, as the Director I coordinated with 20 volunteer/combo fire departments and 9 rescue squads. When necessary, I responded to major fires scenes, weather emergencies.

emergency medical scenes and hazardous materials incidents. As Director, I assumed command of all emergency response personnel and equipment at scenes of major emergencies, as necessary. I supervised the 800-MHz county-wide emergency radio infrastructure system and City-County E-911 Consolidated Communications Center. On a daily basis, I supervised over 125 full and part time employees, 750 volunteer first responders and manage an eight million-dollar departmental budget. I managed the County EOC during 6 hurricanes that received Presidential Disaster Declarations. The last major hurricane I managed was Floyd that killed over 50 people in eastern North Carolina.

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Director Office of Emergency Management, Fairfax County Virginia (11-02 to Present)

- Fairfax County (Virginia) is a diverse and thriving urban county adjacent to Washington, DC and located within ten miles of the White House. Fairfax County is a vital part of the Washington Metropolitan area (National Capital Region) requiring the most comprehensive level of local and regional emergency planning. Fairfax County has a land area of 399 square miles and a population of 1.1 million people. If Fairfax County were a city, it would nationally rank 11th in population, larger than Boston, Atlanta or Charlotte. Fairfax County is a culturally diverse community where almost one-third of the population speaks a language other than English at home. Fairfax County is the home to some of the most influential organizations in the world, including the CIA Headquarters and over 75 federal agencies with national security missions. In addition, Fairfax County is the home to many nationally known federal contractors. It is frequently included within national magazines as one of the top "ten best places to live in the United States". Fairfax County has more than 12,000 county employees.
- The Director of the Office of Emergency Management (OEM) is the county agency head responsible for administering the County's Emergency Management program. The OEM Director serves as a member of the County's Executive's Senior Management Team, County's Public Safety Team (with the Chief of Police, Fire Chief, Deputy County Executive and Health Director). In addition, I serve as the chairman of the Washington Metropolitan Council of Government's Emergency Management Committee (representing emergency managers from jurisdictions in Northern Virginia, Urban Maryland and District of Columbia with a population base of more than 5 million residents). OEM has a staff of 20 full time staff members.
- The OEM Director provides guidance to the Board of Supervisors, County Executive, Deputy County Executive and County agency heads on emergency management and homeland security related efforts in Fairfax County and National Capital Region. Enhances preparedness, prevention, response and recovery from natural, technological and bio-terrorism incidents. Develops regional partnership with local, state, federal and private organizations to accomplish identified missions. Develops region-wide coordinated operational plans, procedures, and resources of all aspects of major incidents. Emergency Management is the lead agency in the development and maintenance of county emergency plans; including continuity of government operations and pandemic flu.
- OEM serves as the lead for emergency management and homeland security exercise and planning projects in Fairfax County. We coordinate emergency training, simulations and exercise (at least two annually) to prepare county agencies and first responders to carry out their roles identified in the County's Emergency Operation Plan, COOP, as well as supporting procedures and directives. Recent exercises include... Off Airport Emergency Exercise, Dirty Bomb Exercise, Pandemic Flu Exercise, Patriot Challenge 05 Command Post Exercise, Family Assistance Center Full Scale Exercise, Alternate EOC Functional Exercise, TOPOFF4, as well as, a host of State and Federal exercises.

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National Capital Region (NCR) Experience

I serve as the current Chairman of the National Capital Region (NCR) Emergency Manager's Committee (R-ESF 5). The NCR is made up of the 19 jurisdictions in the NCR representing over 5 million person population base; including, Montgomery County Maryland, Prince George's County Maryland, Arlington, Alexandria, District of Columbia (DC), Fairfax County, Prince William County and other smaller jurisdictions.

NCR Projects include:

- As committee chair, I represent the NCR Emergency Managers on the Regional Training and Exercise Operations Panel (ETOP) that oversees and approves funding for homeland security training and exercise initiatives. In addition, this committee is tasked with the implementation of the NIMS, Presidential Directive (PD)-5 and PD-8 for the NCR.
- As committee chair, I served on the NCR Strategic Planning Executive Committee which is tasked with the development of the national homeland security strategy for the NCR. This planning effort is required by congress and tied to continuation regional grant funding.
- As committee chair, I provide leadership and direction to the Regional EMAP (Emergency Management Accreditation Project) for the 19 jurisdictions within the NCR. A "gap analysis" identifying unmet needs will be accomplished at the end of this EMAP project.
- As committee chair, I coordinate with DC Emergency Management Agency and the Public Affairs Committee to provide leadership and direction to the regional (5 million dollar) NCR Citizen Education Campaign that is currently being rolled out throughout the NCR. In addition, I work with human service and volunteer groups such as Citizen Corps and CERT to recruit, train and manage volunteer resources. Fairfax is home for the Northern Virginia VOAD group. In addition, we are participating with the National Capital Region's (NTSB) Family Assistance & Reunification Center (FAC) Orientation and Planning Project.
- As committee chair, I represent the emergency manager's committee on the NCR Metropolitan Washington Council of Government's Emergency Preparedness Committee (EPC). This is the policy group (comprised of elected and senior appointed officials) that provides direction and guidance on homeland security and related issues for the National Capital Region.
- Serve as a Certified Emergency Manager (CEM) Commissioner for the IAEM. This Commission reviews CEM applications and certifies CEM applicants.
- Serve on several Northern Virginia Regional Commission (NVRC) committees; including, Metropolitan Medical Response System (MMRS), Critical Infrastructure Committee, and the Intergovernmental Coordinating Committee.