

DHSEM Training Advisory Committee

Charter

Purpose

The Training Advisory Committee is hereby appointed to gather information, conduct discussions, consider alternatives, and make recommendations to the Director of the WV Division of Homeland Security and Emergency Management to grow and enhance the training program for Emergency Management in West Virginia.

Objectives

The committee will strive to accomplish the following objectives:

- Develop recommendations for the DHSEM Director to improve the conduct, content, and effectiveness of the DHSEM training program.
- Assist counties and local jurisdictions in establishing a capable and robust Emergency Management through training, education, and support of personnel.
- Set a minimum educational, training, and skill standard for EM personnel toward which the Emergency Management Performance Grant (EMPG) and other grants will recognize and direct funding. This will include state, county, and local personnel, as applicable.
- Work in coordination with state and national professional organizations, such as the WV Emergency Management Council, and various DHSEM staff to establish criteria and procedures for professional certification and accreditation and to coordinate and conduct training, educational programs, and professional development opportunities to assist personnel in meeting these standards.
- Maintain a regular and continuing review of training and educational needs and priorities of Emergency Management personnel throughout the State of West Virginia, and adjust planning, course offerings, and outreach accordingly.
- Be proactive in recognizing future trends and requirements of the Emergency management profession and position the state to be a leader in the field through an active and robust training, education, and practical skills program.
- Serve as the initial Qualifications Review Board for DHSEM (as the Authority Having Jurisdiction) as outlined in the National Qualifications System and the state develops and maintains a comprehensive Incident Management Team.

Membership

The Director of the Division of Homeland Security and Emergency Management will appoint one member of the Committee from the local emergency management staff in each of the six homeland security regions in the state. In addition, the Director will appoint staff from DHSEM who will provide information and support to allow the committee to conduct discussion and develop recommendations.

If a member of the committee notifies the Director of their intent to resign for any reason, the Director will appoint a replacement member from their region.

Operating Guidelines

A meeting agenda will be distributed prior to each meeting

Meetings will be held regularly either in person, via conference call, or other technology

A summary of meeting discussions and decisions will be compiled after each meeting by a designated member, and distributed in a timely fashion

Committee members will actively solicit and gather information on training needs, concerns, and suggestions from other emergency management staff in their region and share the meeting content and outcome regularly

The Committee is primarily advisory and will operate based on consensus. The Committee will very regularly develop specific recommendations to give to the DHSEM Director. The recommendations will be circulated for concurrence, and upon agreement, sent to the Director.


The Committee will select a chairperson from its membership who will facilitate the meetings and convey the recommendations to the DHSEM Director

The Committee will restrict meeting attendance to members, necessary DHSEM staff, and subject matter experts relevant to specific agenda to expedite process

Committee documentation will be maintained by DHSEM personnel

The Committee has the authority to act as DHSEM's representative in conversation with other organizations, but does not have signature authority

Committee members can and should utilize their own knowledge and skills to help resolve issues identified through the committee's work such as conducting training providing technical expertise, and sharing resources with local jurisdictions and partner organizations



Michael L. Todorovich
Director, WV DHSEM

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