



SOUTH DAKOTA  
DEPARTMENT  
OF PUBLIC SAFETY

prevention ■ protection ■ enforcement

HOMELAND SECURITY

**South Dakota Department of Public Safety  
Office of Homeland Security  
Senior Advisory Committee  
Charter**

**1. Official Designation:**

Homeland Security Senior Advisory Committee (HSSAC)

**2. Authority:**

The South Dakota Homeland Security Program is a United States Department of Homeland Security (DHS) sponsored grant program designed to provide financial assistance to address multi-discipline planning, organization, equipment, training, and exercise needs of first responders of the state of South Dakota. This program also assists the state in building and sustaining capabilities to prevent, protect against, respond to and recover from all hazards incidents. Governance of the state homeland security program is directed by charter, as required by DHS grant guidance.

**3. Objectives and Scope of Activities:**

HSSAC shall provide organizationally independent, strategic, timely, specific and actionable advice to the state director of homeland security (herein referred to as director) and the Secretary of the Department of Public Safety on matters related to homeland security. HSSAC serves as an advisory body with the purpose of providing advice upon the request of the director. HSSAC advice to the director may encompass:

- A. **Strategy and Policy:** Recommendations for the development of strategies and policies that will further the state's ability to prevent, protect against, respond to and recover from terrorist attacks, major disasters, or other emergencies.
- B. **Coordination:** Recommendations on improving the homeland security department's coordination, internally across the Department of Public Safety, externally across the state government, and among, local, tribal governments, first responders, the private and non-profit sectors, academia and research communities.

- C. Management and Implementation: Recommendations on the development and implementation of specific programs or initiatives to prevent, protect against, respond to and recover from terrorist attacks, major disasters, or other emergencies.
- D. Evaluation and Feedback: Recommendations on the efficiency and effectiveness of homeland security programs to prevent, protect against, respond to and recover from terrorist attacks, major disasters, or other emergencies.

#### 4. Membership

Membership of the HSSAC includes the following:

- Animal Industry Board
- Attorney General/Division of Criminal Investigation
- Bureau of Information and Technology
- Chiefs of Police Association
- Citizen Corps Director
- County Commissioner
- County Emergency Managers
- Department of Agriculture
- Department of Environment and Natural Resources
- Department of Health (Hospital Preparedness/Public Health Emergency Preparedness)
- Department of Homeland Security Protective Service Advisor
- Department of Public Safety Attorney
- Department of Public Safety Fiscal Officer
- Department of Public Safety Highway Patrol
- Department of Public Safety Field Operations
- Department of Public Safety Secretary
- Emergency Management Director
- Emergency Medical Services Director
- National Guard Civil Support Team
- South Dakota Fusion Center
- South Dakota Regional Response Teams
- South Dakota Sheriff's Association
- South Dakota State Fire Marshall
- South Dakota State Radio Director
- South Dakota Tribal Relations
- Tribal Emergency Management

- A. The voting members represent the aforementioned entities. Voting on issues will take place in the event consensus cannot be reached on issues. Designated alternates can vote in the absence of the primary voting member.
- B. Non-voting members are invited by the director at the recommendation of HSSAC.

#### **4. Descriptions of Duties:**

The Director of Homeland Security will:

- A. inform the HSSAC annually regarding the state's Threat Hazard Identification and Risk Analysis (THIRA) findings to include capabilities and shortfalls, with recommended actions.
- B. inform the HSSAC annually regarding the State Preparedness Report findings to include capabilities and shortfalls, with recommended actions.
- C. deliver a financial report semi-annually concerning project funding allocated and spent by grant year.
- D. appoint committees and form working groups as necessary.
- E. be responsible for determining what specific projects receive grant funding and how much is obligated to each.
- F. be responsible for fiduciary and programmatic compliance requirements of the grant program.

The HSSAC will:

- A. make recommendations to the director regarding administration, programmatic and operational issues related to homeland security.
- B. coordinate with the director in formulating, implementing, and achieving the state's homeland security strategic objectives.
- C. participate in subcommittees and working groups as necessary to address emerging administrative, programmatic and operational issues related to homeland security.

#### **5. Official to Whom the Council Reports:**

HSSAC reports to the South Dakota Director of Homeland Security.

#### **6. Termination:**

This charter is in effect for two years.

#### **7. Procedures:**

- A. The HSSAC will meet semi-annually or more frequently at the direction of the director.
- B. Special meetings of the HSSAC may be called at the direction of the director.

- C. Whenever practical, the time and place of the HSSAC meetings will be communicated to members at least two weeks prior to the regular meeting. Input from members will be requested at that time for agenda items. The agenda will be forwarded at least five working days prior to the meeting.

**8. Recordkeeping:**

- A. Notes of all regular and special meetings will be transcribed and will be approved by the voting members at the next regular meeting.

**9. Amendment of Charter**

- A. This charter may be amended by a majority vote of the HSSAC after a proposed amendment has received one reading at a regular HSSAC meeting.
- B. Each HSSAC member will sign the charter, attached as Appendix A.

**This charter is hereby enacted by the HSSAC this 24<sup>th</sup> day of October 2013.**



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## Homeland Security Senior Advisory Committee

### Charter Signature

As a member of the South Dakota Homeland Security Senior Advisory Committee, I have read and agree to the terms of the Homeland Security Senior Advisory Committee Charter dated October 2013. The Charter is available publicly on the SD Office of Homeland Security website or upon request.

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Signature

Date

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Printed Name

Date

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Agency Represented

**Please return to:**  
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