

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

1. Official Designation

Homeland Security and Emergency Management Senior Advisory Committee (HSEMSAC).

2. Authority

The South Dakota Homeland Security Program is a US Department of Homeland Security (US DHS) funded 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 Homeland Security Program by an advisory body and charter is required by the US DHS.

The South Dakota Emergency Management Program is also a US DHS funded program that provides financial assistance to the state and county emergency management programs to support preparedness, response, recovery and mitigation efforts.

3. Objectives and Scope of Activities

HSEMSAC shall provide organizationally independent, strategic, timely, specific and actionable advice to the state directors of Homeland Security and Emergency Management (herein referred to as directors) and the Secretary of the Department of Public Safety on matters related to Homeland Security and Emergency Management. HSEMSAC serves as an advisory body whose purpose is to provide recommendations to the directors. The responsibilities of the HSEMSAC include providing recommendations on the following:

- A. Strategy and Policy: Recommendations to integrate preparedness activities that will further the state's ability to prepare for, prevent, protect against, respond to, recover from and mitigate terrorist attacks, major disasters, or other emergencies with the goal of maximizing coordination and reducing duplication of effort.
- B. Coordination: Recommendations on improving the Homeland Security's Office and Emergency Management's Office 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 management of all available preparedness funding sources to ensure their effective use of and to minimize duplication of effort.

- D. Evaluation and Feedback: Recommendations on the efficiency and effectiveness of Homeland Security programs and Emergency Management programs to ensure applications for funding align with the capability gaps identified in the THIRA and SPR.

4. Membership

Membership of the HSEMSAC includes individuals from the following entities:

Animal Industry Board
Bureau of Information and Telecommunications
County Commissioners
County Emergency Managers
Department of Agriculture
Department of Environment and Natural Resources
Department of Game, Fish, and Parks
Department of Health
Department of Public Safety Attorney
Department of Public Safety Fiscal Officer
Department of Public Safety Highway Patrol
Department of Public Safety Secretary
Division of Criminal Investigation
Emergency Management Director and Field Operations
Homeland Security Director and Office
National Guard Civil Support Team
South Dakota 911
South Dakota Fire Marshal
South Dakota Fusion Center
South Dakota Office of the Military
South Dakota Office of Risk Management
South Dakota Police Chiefs' Association
South Dakota Sheriff's Association
South Dakota State Radio Director
South Dakota Tribal Relations
SWAT Training
Taskforce 1
Tribal Emergency Management
U.S. Department of Homeland Security Protective Service Advisor

- A. Individuals appointed by the aforementioned entities are voting members. These individuals are identified via the Charter Signature page. 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 to meet with the committee by the directors at the recommendation of HSEMSAC.

5. Descriptions of Duties

The directors of Homeland Security and Emergency Management will:

- A. Inform the HSEMSAC annually regarding the state's Threat Hazard Identification and Risk Analysis (THIRA) findings to include capabilities and shortfalls with recommended actions.
- B. Inform the HSEMSAC 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 grant allocations and awards for specific projects receiving grant funding.
- F. Be responsible for fiduciary and programmatic compliance requirements of the grant program.

The HSEMSAC will:

- A. Make recommendations to the directors regarding administration, programmatic and operational issues related to Homeland Security and Emergency Management.
- B. Coordinate with the directors in formulating, implementing, and achieving the state's Homeland Security strategic objectives and the Emergency Management mission.
- C. Participate in subcommittees and working groups as necessary to address emerging administrative, programmatic and operational issues related to Homeland Security and Emergency Management.

6. Official to Whom the Council Reports

HSEMSAC reports to the Directors of Homeland Security and Emergency Management

7. Termination

This charter is in effect for two years unless updated earlier.

8. Procedures

- A. The HSEMSAC will meet semi-annually or more frequently at the request of the directors.
- B. Special meetings of the HSEMSAC may be called at the request of the directors.

- C. Whenever practical, the time and place of the HSEMSAC 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.

9. Recordkeeping

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

10. Amendment of Charter

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



SOUTH DAKOTA
DEPARTMENT
OF PUBLIC SAFETY

prevention — protection — enforcement

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Charter Signature

As a member of the South Dakota Homeland Security and Emergency Management Senior Advisory Committee, I have read and agree to the terms of the Homeland Security and Emergency Management Senior Advisory Committee Charter as updated March 2016. The Charter is available publicly on the SD Office of Homeland Security website or upon request to the Office of Homeland Security or the Office of Emergency Management.

Signature _____ Date _____

Printed Name _____ Date _____

Agency Represented _____