



Indiana Department of Homeland Security

District Programs Information Bulletin

Date: February 11, 2011

Bulletin No: 11-003

TO: All District Administrative Coordinators
All District Coordinators
All District Fiscal Agents
All District Planning Council Members
All District Planning Oversight Committee Members
All District Response Task Force Commanders
All Emergency Management Directors

From: Randal Collins
District Programs Branch Director, Field Services Division
Indiana Department of Homeland Security

Subject: District Interim Administrative Coordinators Job Duties & Requirements

Purpose

The purpose of this Information Bulletin is to announce and disseminate guidance pertaining to District Interim Administrative Coordinators. This guidance is intended to establish consistency among the 10 District Interim Administrative Coordinators while ensuring IDHS receives necessary deliverables from district entities.

General

IDHS has received a wide array of feedback concerning the District Interim Administrative Coordinators from local partners. This feedback prompted IDHS to conclude that more consistency and standardization was needed in the governance of this program. The requirements stated within this guidance are intended to diminish work impact on fiscal agents, provide IDHS with necessary reports, and enhance collaboration among district stakeholders.

Grant Proposal

The deadline for grant proposals is February 15, 2011. The requirements listed below should be placed exactly as written below into the narrative of the budget line item that funds the District Interim Administrative Coordinator. The language below should also be reflected in the management team area of each proposal and indicate that the District Interim Administrative Coordinator, as part of the management team, will conduct the listed activities.

District Interim Administrative Coordinators

The District Interim Administrative Coordinators should begin to implement the listed job responsibilities and begin a training program to complete all required training. District Interim Administrative Coordinators should have all required training completed within 18 months from the date of this bulletin. Fiscal agents of the District Administrative Coordinators should permit the Coordinators time to attend and complete required training.

Job Requirements

The following should be included in the grant proposal and budget:

District Interim Administrative Coordinators shall complete or have previously completed the following training requirements:

- IS-1 Emergency Manager: An Orientation to the Position
- IS – 100.b Introduction to Incident Command System, ICS-100
- IS-120.a An Introduction to Exercises
- IS-200.b ICS for Single Resources and Initial Action Incidents
- IS-230.a Fundamentals of Emergency Management
- IS-240.a Leadership & Influence
- IS-241.a Decision Making and Problem Solving
- IS-700 National Incident Management System, An Introduction

Introduction to Emergency Management

Homeland Security Exercise and Evaluation Program with Toolkit

Management for Emergency Managers

IGMS Training

Grant Proposal Writing and IGMS

The District Interim Administrative Coordinator shall be responsible for the following job duties:

1. Ensure all DPOC members receive quarterly written updates to district related news, progress, and scheduled meetings and trainings.
2. Ensure minutes of DPC meetings are taken and shared to all DPC members, District Coordinators and District Services Specialists.
3. Ensure minutes of DPOC meetings are taken and shared to all DPOC members, DPC members, District Coordinators and District Service Specialists.
4. Collate any minutes taken from other district related meetings such as sub-committee meetings, DRTF meetings, DRTF element meetings, Training and Exercise Workshops and make them available to all DPC members, District Coordinators and District Service Specialists.
5. Coordinate training events, meetings, and exercises on behalf of the district.
6. Ensure all district related reporting requirements, documentation, data, and submissions are entered into the Indiana Grants Management System (IGMS) appropriately and in a timely fashion.
7. Ensure all reporting requirements, documentation, and data is submitted into the National Exercise System (NEXS) as required by the IDHS Training and Exercise Guidance.
8. Ensure all reporting requirements, documentation, and data is submitted into the HSEEP Toolkit portal as required by the IDHS Training and Exercise Guidance.
9. Facilitate communications about district events to all stakeholders and encourage participation from both participating and non-participating entities.
10. Facilitate the response to data calls and requests for information from IDHS via official Information Bulletins.
11. Maintain a current and updated portfolio of the following:
 - a. DPOC members and contact information
 - b. DPC Members and contact information
 - c. DRTF Commander, Deputy Commanders, and Group Supervisors
 - d. District Strategic Plan
 - e. District Response Task Force Strategic Plan
 - f. District Interoperable Communications Plan
 - g. District Training and Exercise Plan
 - h. District Mutual Aid Agreement
 - i. District Response Task Force roster
 - j. Other documents as required by the district or IDHS

Questions

Any questions pertaining to this information bulletin or District Programs may be directed to Randal A. Collins, District Programs Branch Director, Rcollins@dhs.in.gov, 317-238-1762.