



# RAPID CITY FIRE DEPARTMENT

*Prepare, Prevent, Protect*



November 9, 2011

RE: Emergency Management Director Candidate: Dustin Willett

Dear Council Members,

In May the position of Rapid City/Pennington County Emergency Management Director was vacated due to the resignation of the previous director. A nationwide search was conducted by members of the Emergency Management Users Board with other County staff. At that time, a candidate rose to the top and a job offer was made. The candidate later declined the offer based on salary.

Discussions resumed with the User's Board on how to proceed. We discussed conducting another search. It was decided to try a different route and conduct an internal search between Police, Fire and Sheriff's Office based on local talent among the three agencies. The benefit would be to have a person that could hit the ground running, knew the community and already had relationships with local officials. It was then further agreed upon that the candidate should come from the Fire Department and the person assigned would commit to a minimum of a three year assignment but would be indefinite.

The Rapid City Fire Department has selected Captain Dustin Willett as the Rapid City/Pennington County Emergency Management Director. Attached is a copy of Dustin's Resume for review. Captain Willett previously met all the necessary requirements to hold the Director's position and has been serving the Department in the capacity of Training Coordinator. Dustin holds a Bachelor's Degree in Public Safety Administration from Grand Canyon University. Dustin met with members of the User's Board and it was confirmed by the Board to proceed with the appointment of Dustin. Sheriff Thom and I presented Captain Willett's name to Pennington County Commissioners for confirmation at the November 1 Commissioner's Meeting and it was approved unanimously.

Dustin will remain a Fire Department employee and work out of the Emergency Management office. The Emergency Management Director's salary is paid for through the Department of Homeland Security. Dustin's assignment ultimately vacates a necessary position within the Fire Department. A series of actions/resolutions within the Fire Department will be necessary to re-align duties and to fill the vacancy that was created.

This is another example of the City and County's collaborative effort to provide the best possible public safety for our citizens. Other examples of long term agreements include:

- Emergency Services Communications Center (911 Center)
- Pennington County Search and Rescue
- Rapid City/Pennington County Water Rescue Team
- Rapid City/Pennington County Hazardous Materials Response Team
- Regional Technical Rescue Team
- Various Law Enforcement functions



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You may recall that the Emergency Management User's Board was recently changed to include the Fire Chief, Police Chief, Sheriff, County Commissioner, Member of City Council, States Attorney and Member of National Guard. The Board feels this arrangement is a more functional one and will provide necessary oversight of the Office of the Emergency Manager. The User's Board feels this means of filling the Emergency Management Director's position is a sound one and is unanimously supported by members of the Board.

Sincerely,

Mike Maltaverne  
Fire Chief  
Rapid City Fire Department