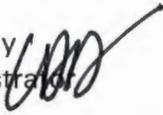




MEMORANDUM

Date: January 5, 2021

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator 

Re: **Appointment of Office of Emergency Management and Homeland Security Director**

I am pleased to announce the appointment of Office of Emergency Management and Homeland Security (OEMHS) Operations Manager Shane G. Clark as OEMHS Director.

Mr. Clark has almost 30 years in fire and public safety service and management and has served in OEMHS since 2018. In addition to being a retired Chief Master Sergeant in the United States Air Force and Arizona National Guard, Mr. Clark is a retired fire chief who managed both military departments, including deployment in support of Operation Iraqi Freedom and a civilian fire department. A Certified Incident Command System Instructor, Mr. Clark has extensive training in and is an authorized instructor for numerous Federal Emergency Management Agency (FEMA) courses.

Prior to joining Pima County, Mr. Clark taught Public Safety Emergency Services as adjunct faculty at Pima County College and served as the Senior Enlisted Leader to the Adjutant General of the Arizona National Guard.

Throughout his tenure with OEMHS, Mr. Clark has proven himself to be an asset to Pima County. I am pleased he will continue to serve the people of our community.

CHH/mp

c: Jan Leshar, Chief Deputy County Administrator

Shane G. Clark



Executive Summary

A proven leader, mentor, manager, supervisor, and educator. Over 26 years of solid management experience in the military, fire and medical emergency services and community college communities. Currently serves as Operations Manager for Pima County Office of Emergency Management. Prior to current position managed paramedic, fire, and law enforcement programs at Pima College. A retired Chief Master Sergeant in the United States Air Force and Arizona National Guard serving in multiple capacities. I am a retired fire chief who managed a military department in the Arizona Air National Guard and at a deployed location in support of Operation Iraqi Freedom. An Operations Fire Chief for a civilian fire department. I have successfully managed multi-million dollar budgets at the military, fire, and college levels. Twenty-nine years of experience as a firefighter, EMT, and paramedic. Over twenty-five years as a fire and emergency medical services instructor. Pride myself in building strong internal and external partners with leaders that will turn to us in time of support or need.

Professional Management Experience

August 2018 to Present – Operations Manager, Pima County Office of Emergency Management.

Duties includes but not limited to Emergency Operations Center manager with administrative oversight management of training and exercises, planning, and community outreach. Serves as Coordinator of the Local Emergency Planning Committee. Serves as a liaison with local, state, tribal, and federal emergency management agencies; oversees plans creation, revision, and implementation. Serves as liaison with organizations, departments, jurisdictions, area fire and police chiefs, hazardous material teams and others as needed. Participates in exercises and activations, and deploys to disaster or emergency incidents as necessary.

June 2014 to August 2018 - Advanced Program Manager - Public Safety Emergency Services Institute - Pima Community College

Managed the Paramedic, Fire, and Law Enforcement programs. Directed workforce training responding to the needs of the students, employers, and community. Oversaw over 100 full- and part-time staff. Provided leadership and direction in the effective and efficient allocation of physical assets, financial, and human resources. Developed and monitored all budget related functions. Developed and/or monitored internal systems for compliance with fiscal policies, procedures, and guidelines. Worked with external agencies to negotiate appropriate contracts and agreements to serve agency needs, and ensured such remained self-supporting. Worked college wide with administrators, faculty, and staff to plan, implement, and coordinate programs in accordance with the Colleges mission and goals. Held Adjunct Faculty Certification in the areas of fire and emergency medical technician basic and paramedic.

May 2014 to July 2017 - Senior Enlisted Leader to the Adjutant General - Arizona National Guard

Served as the primary adviser to the Adjutant General on all matters affecting readiness, training, professional development, force utilization, operations tempo, welfare, morale and leadership of approximately 6500 assigned enlisted personnel. Required comprehensive knowledge of regulations, policies and precedents which affect enlisted personnel professional development, assignments, morale, welfare and discipline. Required knowledge of the major issues, program goals and objectives, and administrative operations pertaining to all enlisted personnel matters in both the Army and Air National Guard. Communicated with and conducted top level briefings, prepared project papers and reported for senior leadership personnel. Independently planned, scheduled and managed the

enlisted member programs. Analyzed the issues and then selected and applied accepted analytical techniques such as task analysis, work simplification, workflow charts, or trend analysis for the resolution of the procedural problems affecting the efficiency or effectiveness of enlisted personnel programs.

October 2009 to May 2014 - Wing Command Chief Master Sergeant assigned to the 162nd Fighter Wing

Served as the senior non-commissioned officer for the wing commander. Duties were to advise, carry out and monitor the organizational policies, programs and standards applicable to the approximately 1200 assigned enlisted members. Was responsible as the commander's key enlisted advocate and advisor for readiness, training, professional development, utilization of the force, operations tempo, standards, conduct and quality of life. In charge of overseeing and being the driving force behind the enlisted training and professional development programs. The commander and command chief jointly coordinated and ensured all assigned Airmen were ready for all in garrison and deployed missions. Served as functional manager of the wing's first sergeant program.

July 2008 to July 2012 and July 2004 to July 2006 - Fire Chief assigned to the 162nd Fighter Wing Fire & Emergency Services

Responsible for the overall management and supervision of the fire protection, fire training, and fire prevention programs for a Federal installation, including tenant activities and smaller installations. Department comprised of 24 state and 27 military firefighters. Developed, coordinated, and implemented programs, policies, regulations, and procedures. Served as technical advisor to wing leadership on all matters pertaining to fire protection and fire prevention. Exercised full supervisory responsibility for a firefighting and fire protection inspection force for both military and state firefighting personnel. Considered a skills matter expert in the areas of incident management systems, strategic and tactical incident command, mutual aid, policy management, and budget management. Required knowledge in federal regulations, state and local guidelines, codes and standards, and departmental policies and procedures.

July 2006 to July 2008 - Operations Chief for Rural/Metro Fire Department

Supervised the operation for over 200 firefighters. Managed a 12 million dollar operating budget. Had direct oversight of all fire, medical, wildland, and hazardous materials operations. Developed and maintained department administrative policies and procedures, standard operating guidelines, labor agreement, fire ground tactics and techniques, and training. Assisted management staff with contract management and maintaining relationships with local municipalities. Maintained a positive political relationship with cities, towns and other officials. Directed the activities of the fire prevention division. Assisted with planning and implementation of departmental short and long-range goals, and preparing annual budgets. Developed recommendations for the protection of life and property. Consulted with the Fire Chief and/or staff on problems relating to firefighting, emergency medical services, and other related services.

December 2004 to May 2005 - Fire Chief assigned to Balad Airbase and Land Support Area Anaconda, Iraq.

Deployed in support of Operation Iraqi Freedom. Reported directly to both Air Force and Army leadership. First Air Force Fire Chief assigned to support LSA Anaconda. Managed a department of over 60 firefighters that provided aircraft fire, structural fire, technical rescue, hazardous materials, emergency medical services, and fire prevention services to multi-national forces. The airbase was considered the busiest single runway in the world, military or civilian. Directly or in-directly managed over 500 emergencies to include aircraft, structural, medical, hazardous material, and technical rescue.

December 2000 to July 2004 - Assistant Chief of Operations assigned to the Department of Emergency and Military Affairs, 162nd Fighter Wing Fire Department

Directed the overall administrative and operation day-to-day firefighting duties during a 24-hour shift. Served as incident command over aircraft, structural, medical, and other emergencies. Reported to the Fire Chief on all operational issues.

October 1994 to December 2000 - Assistant Chief of Training assigned to the 162nd Fighter Wing Fire Department

As an additional duty, managed selection of instructional staff to implement policies and procedures to reach departmental goals and conduct instructor evaluations. Implemented department operating instructions to meet National Fire Protection Administration standards. Reported to the Fire Chief on issues concerning training records and policies to support the training program.

Educator, Instructor, Consultant

2015 – 2017. Guard Senior Enlisted Council to the National Guard Senior Enlisted Advisor
2014 – Present. EMT Instructor, Arizona National Guard Emergency Medical Technician Training Center
2008 – Present. FEMA certified Incident Command System Instructor
2006 – 2014. EMT Instructor, Rural/Metro and Southwest Ambulance Training Center
2009 – 2011. Consultant and Subject Matter Expert for Fifth Phase LPC/LLC
2009. Planning committee for Coyote Crisis statewide exercise
2004 – 2007. Senior Exercise Comptroller, EG&G Technical Services
2007 – 2012. Instructor, Air National Guard Fire Chief Officer Course
2007. Planning committee TOPOFF (Top Official) 4 national exercise
1999 – 2008. Chair Military Subcommittee, Tucson Metropolitan Medical Response System
1997 – 2006. Paramedic Instructor and Faculty, Arizona Emergency Medicine Research Center
1997 – 1999. Adjunct Faculty, Pima Community College
1985 – Present. Emergency Medical Technician Instructor

Emergency Management, Fire Management Level and Emergency Medical Level

FEMA National Emergency Management Basic Academy
Emergency Management Institute Professional Development Certificate
Fire Officer IV (IFSAC / PROBOARD)
Fire Instructor III (IFSAC / PROBOARD)
Fire Inspector II (IFSAC / PROBOARD)
HazMat Incident Commander (IFSAC / PROBOARD)
Pima Community College Faculty Standards Teaching Certificate
National Registry / State of Arizona Emergency Medical Technician – Paramedic
FEMA L449 Incident Command System Train-the-Trainer
Critical Incident Stress Management
Air National Guard Fire Chief Officer Course
United States Air Force – On Scene Commanders Course
National Fire Academy – Incident Command System
National Wildfire Coordinating Group – Incident Command Orientation
Pima County, Arizona – Incident Command System, Train the Trainer

Professional Military and Civilian Education

Associates Degree in Fire Science, Community College of the Air Force
ANG Command Chief Master Sergeant Orientation Course
ANG Chief Master Sergeant Executive Course
Course 12, Senior NCO Academy
NCO Academy, In-Residence
USAF Supervisors Course
IEMT to Paramedic, Central Arizona College

Program Development Accomplishments

1994. Developed and implemented the Emergency Medical Technician Augmentee Program. The 162nd became the first unit in the Air National Guard to coordinate EMT trained responders not assigned to the fire department, but working within the Wing, into an independent response element to assist in a Mass Casualty Incident.

1997. Developed and implemented the Fire Department Paramedic Response Plan. The 162nd became the first Air National Guard unit to provide Advanced Life Support care to its members and the occupants and passengers of Tucson International Airport.

2002. Author of the first State of Arizona Division of Emergency Management Receipt, Store, and Stage (RSS) Function Plan to receive the Strategic National Stockpile from the Centers of Disease Control

2009. Developed and implemented Senior Non-Commissioned Officer profession development series.

2012. Developed and implemented a Leadership Development Series for Captain and Battalion Chief Fire Officers.

Volunteer Support

Current Chairman of the Fiesta De Los Bomberos, formally National Fallen Firefighter (Tucson) committee

Oro Valley Church of the Nazarene Medical Services Ministry Coordinator

Assistant Coach, Empire High School Girls Basketball

Past Corona Foothills Middle School Assistant Volleyball, Basketball, and Softball Coach

Associate member of the Pima Fire Chiefs

Past Saguaro Fastpitch Softball Assistant Coach and Rincon Little League Softball Coach

Past Site Council, Sycamore Elementary School, Vail Unified School District

Past member Pima County Fire Chief, Air National Guard Fire Chief Association, Tucson Metropolitan Medical Response System committees

Member of the Pima County Critical Incident Stress Management (CISM) Interagency Response Team

References

[Redacted references]