



Alcohol
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Bureau of
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Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
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Emergency
Management

Minnesota
State Patrol

Office of
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Justice Programs

Office of
Pipeline Safety

Office of
Traffic Safety

State Fire
Marshal

October 2013

The Department of Public Safety Division of Homeland Security and Emergency Management (HSEM) encourage interested and qualified persons to apply for membership to one of its six statewide Minnesota Regional Review Committees (RRCs). New appointments begin in January 2014. Committee vacancies may exist for one-year, two-year, and three-year terms in each of HSEM's Regions.

Committee Membership:

All members of an RRC must live and work within the region they represent. All RRCs will have a membership of nine. Terms are staggered to insure continuity by having only one third of the committee appointments expire each year. Each member may serve a maximum of three, three-year terms. *Interested persons should complete the attached **Regional Review Committee Service Application**.*

Committee membership consists of:

- Three representatives of facilities regulated by the federal act. Facility members provide industry perspective to chemical-release incident response. The members must be actively employed in the region by a regulated facility.
- Three representatives from any of the 10 emergency services-related disciplines defined under the National Incident Management System (NIMS): emergency management, emergency medical services (EMS), hospitals, public health, fire service, hazardous materials, law enforcement, public works, governmental administration, and public safety communications. Qualified members must possess and maintain all licensures, certifications, and accreditations required to perform their primary job duties, and be actively employed by a licensed organization or jurisdiction within the region.
- Three representatives of the public with an interest in hazardous materials incident planning from any combination of the following:
 - Community groups. Members representing this group must be active in an organization within the region.
 - Broadcast or print media. Broadcast or print media members promote the community right-to-know aspect of the SARA Title III legislation. Members must be actively employed by a broadcast or print media organization in the region.
 - Elected officials. Member representatives must be serving elected officials from within the region. Because an RRC predominately reviews county

plans, preference is given to elected officials at the county level.

Appointment Process:

The HSEM director will review all applications to ensure the above criteria are met before making an appointment to an RRC. Interested applicants should complete a *Regional Review Committee Service Application* and submit it via e-mail, U.S. mail, fax, or in person before **November 30, 2013**, for 2014 appointments to:

Minnesota Department of Public Safety
Homeland Security and Emergency Management
Attn: RRC Application
445 Minnesota Street, Suite 223
Saint Paul, MN 55101-6223

E-mail: dps.hsem@state.mn.us

Fax: 651.296.0459

Phone: 651.201.7400

Existing Members Seeking Reappointment:

Current committee members eligible for reappointment should notify Lynn Nelson, HSEM Administrative Assistant, in writing at lynn.r.nelson@state.mn.us, no later than **November 30, 2013**, if interested in seeking reappointment to another term. An updated RRC application is necessary only if an existing member's primary contact information or employment situation has changed.

Applicants will be notified only if HSEM requests an interview

Regional Review Committee Background:

RRCs were created and mandated under Minnesota Statutes, section 299K.04, which is based on Title III of the federal Superfund Amendments and Reauthorization Act (SARA Title III) of 1986. The legislation's intent is to involve regulated facilities, emergency first responders, and the public in the development and review of plans relating to extremely hazardous materials incidents.

The mission of the Regional Review Committees is to enhance public safety in each HSEM planning region by helping counties and other jurisdictions achieve improved collaborative planning processes and information sharing, and maintain state and federally approved plans for response to unexpected releases of hazardous materials at public and private facilities.

The committees' purpose is to assure that county emergency operations plans include hazardous material incident planning information required by state and federal laws. RRCs review emergency operations plans using the 18 SARA Title III items listed in the Local Emergency Operations Plan Crosswalk (MNWALK). Based on their review, the committee makes recommendations to the local emergency manager to improve the jurisdiction's plan. HSEM established six RRCs, one in each region of the state.

Contact Information:

Questions may be directed to Cathy Clark, HSEM Field Services branch director, at 651.201.7407 or cathy.clark@state.mn.us.