

# **EMERGENCY SERVICES SECTOR COORDINATING COUNCIL (ESSCC) ORGANIZATIONAL AND GOVERNANCE STRUCTURE**

## **1. Introduction**

The purpose of this document is to describe the mission, objectives and membership of an organizing body that would coordinate the Emergency Services Sector (ESS) for the purpose of supporting and furthering the protection of the sector's critical infrastructure.

## **2. Background**

The ESSCC was informally established in July of 2004 at the behest of the Department of Homeland Security (DHS). The ESSCC Executive Committee was officially formed in 2004, with the final governance structure and organizational documents approved in 2005.

## **3. Mission**

The mission of the ESSCC is to protect and promote the capabilities of the ESS to provide services to the public, the other critical infrastructure sectors, and the nation.

## **4. Strategy**

The ESSCC will accomplish its mission by:

- Determining and communicating to DHS, private sector stakeholders, and other relevant government officials the vulnerabilities, needs, and requirements of the ESS necessary to perform its functions and provide support to all the critical infrastructure sectors;
- Communicating to DHS and all other critical infrastructure sectors ESS related policies, guidelines, programs, standards and best practices;
- Providing realistic, all-hazard, locally-oriented public safety and emergency management information to DHS and other critical infrastructure sectors; and
- Establishing effective mechanisms for information sharing among and between DHS and the ESS.

### **4.1. Strategic Goals**

To enact the strategy and accomplish the mission, the ESSCC cooperative activity must undertake a series of short and long-term goals. The sector's organizational structure is framed to support the following goals.

- Gather data, information, and feedback from public safety and emergency services related organizations across the country on issues identified by the ESS, DHS, or other critical infrastructure stakeholders.

- Work within the diverse community of the ESS, in collaboration with other critical infrastructure sectors, to identify and examine issues and recommend courses of action regarding critical infrastructure protection. Specifically, identifying ways that personnel in ESS agencies and firms, and in agencies and firms with an Emergency Services Mission, can better protect themselves, and what ESS agencies and firms with an Emergency Services Mission need to protect other critical infrastructure.
- Provide access to experienced practitioners, best practices, and the emergency services leadership at the local level.
- Educate and inform the emergency services community on federal, state, and local initiatives relating to critical infrastructure protection.
- Communicate the critical infrastructure protection needs and ideas of the ESS, including cybersecurity and cyber crime needs and ideas, to the federal government.
- Support an ESS Information Sharing and Analysis Center (ISAC) to gather, analyze, and disseminate to its members alerts, warnings, advisories for an integrated view of information system and other infrastructure vulnerabilities.
- Support and provide leadership for a Crisis Event Response & Recovery Access (CERRA) Program with nationwide impact.
- Work in cooperation with DHS and other federal agencies to contribute to the National Infrastructure Protection Plan (NIPP) and Emergency Services Sector-Specific Plan (ESSP).

## **5. Structural and Operational Principles**

Organizations representing the vast array of emergency service workers or other critical infrastructure stakeholders will be organized into three groups: (1) members of the Executive Committee, (2) General members, or (3) Associate members.

This ESSCC organizational structure, of which the Executive Committee represents the sector's coordinating council, encapsulates the following guiding principles.

- The structure has a bias toward consensus, but command and control decisions can be made at the Executive Committee level when necessary.
- Consensus is defined as: an explicit, rational and fair process; respect/hearing of all input; participants can live with the outcome even if they don't agree.
- The Executive Committee should proactively reach-out to other sectors and stakeholders.

- Associate members may include the perspectives of non-ESS practitioners, specifically perspectives from interdependent sectors.

## **6. Community Representation**

The organization of the ESSCC is structured to both maximize the wealth of diverse perspectives, and maintain an effective, collaborative decision-making process.

The scope of the ESS is state and local officials who have a direct ("on the ground" / incident scene) responsibility and accountability for emergency management and response; and who have the ability to prevent an emergency or coordinate a response to such an emergency. This includes volunteer, career and industrial fire service personnel, along with the full range of diverse response capabilities those responders possess (e.g. HazMat, search and rescue, EMS, etc.); sworn law enforcement and their private sector counterparts; state and local emergency managers; public works officials and personnel; and pre-hospital medical services, including public, private and volunteer providers. Participation in the ESSCC by agencies and firms with an Emergency Services Mission will also be encouraged through Associate membership.

### **6.1. Role of Associations**

The public safety and emergency services community will be involved primarily through associations. There are two reasons for this approach: (1) the associations represent the leadership of their respective constituencies, and (2) associations are a proven vehicle for reaching out to a wide representation of a given sector. A sector organized through professional organizations representing the various types of emergency service providers can, with the proper support, provide a number of services.

- Dissemination of information to hundreds-of-thousands of emergency service workers.
- Information gathering from national and international emergency service workers.
- Facilitating sector collaboration and cross-sector outreach.

All participants are expected to serve as stewards within their organizations or agencies to educate colleagues and constituencies about various efforts to prevent and respond to incidents - natural or man-made - involving critical infrastructure or key national assets. Participants will serve as an outreach tool, while concurrently providing input back to the sector.

### **6.2. Executive Committee**

The Executive Committee will serve as the authoritative voice of the ESSCC and the liaison with DHS and other sectors. The Executive Committee will develop the goals and objectives for the sector, and make decisions based on the findings and recommendations of committees, working groups, and the general membership. The Executive Committee will meet at pre-determined intervals, either in person or via teleconference, to review overall progress and approve goals and priorities. The Executive Committee will, whenever possible, build and act upon on sector-wide

consensus. However, the Executive Committee retains the right to make command decisions on behalf of the ESSCC, particularly in the event urgency dictates an immediate response.

### **6.2.1. Executive Committee Membership**

The Executive Committee consists of the seven founding members of the SCC, a subset of the general membership who represent the "owner/ operators" of first responders or emergency managers.

Participants will be an executive staff member and/or a member practitioner appointed by the national organizations who represent state and local emergency response leadership who has direct (on the ground) responsibility and accountability for emergency management and response; and who have the ability to prevent an emergency or coordinate a response to such an emergency.

Furthermore, these organizations are uniquely positioned to build consensus as they represent the personnel who are routinely the bridge between responders and local, state or federal government authorities. Membership will be limited to no more than three representatives per group - one practitioner appointed by the organization, one executive staff member, and one management staff member to support daily operations. Each organization has only one vote.

The limited participation at this level is not designed to be exclusive; the group must be limited to ensure clarity of direction and efficiency of process. From time to time, representatives from other organizations may be invited to participate in one or more of the Executive Committee meetings. In addition, the Executive Committee may schedule additional working sessions to involve a broader representation of interested groups.

Executive Committee members should have the knowledge and authority to formulate advice and make decisions on behalf of their constituents, attend all or most of the pre-scheduled meetings (or send senior- level designee), and be available to respond to ad hoc requests from DHS. Members will be expected to participate for a minimum of one year.

### **6.2.2. Executive Committee Members**

The Executive Committee consists of representatives of the International Association of Chiefs of Police, International Association of Fire Chiefs, International Association of Emergency Managers, National Association of State EMS Officials, National Emergency Management Association, the National Sheriffs' Association, and the International Public Safety Association. The same organizations may each appoint one member who is a current practitioner in their discipline. The Executive Committee reserves the right to invite or remove participation of additional organizational representatives as deemed appropriate with a majority vote.

### **6.2.3. Chair Roles and Responsibilities**

The position of chair of the Executive Committee will rotate amongst the practitioner or executive staff members of the committee. The secretariat of the ESS will serve to provide

administrative support for the work of the chair. Due to the often immediate and critical demands on ESS practitioners at the local or state level, the responsibilities of the chair may be delegated to the executive staff of the association to which the chair is a member, or to the Vice Chair as needed.

The Chair shall:

- Preside over all regular and, if required, special Executive Committee meetings.
- Serve as the primary point of contact to DHS or other federal agencies.
- Oversee the coordination of the Executive Committee meetings, including coordination of logistics and agenda items.
- Create and distribute an agenda notice in advance of each Executive Committee meeting and provide any necessary read-ahead materials.
- Be responsible for all records of the Executive Committee, including but not limited to the original charter, minutes, white papers, correspondence, and current membership enrollment.

#### **6.2.4. Vice Chair Roles and Responsibilities**

The position of Vice Chair of the Executive Committee will rotate amongst the practitioner or executive or managerial staff members of the committee. The Chair and Vice Chair shall not be representatives of the same organization. The responsibilities of the Vice Chair may be delegated to another member of the Executive Committee as needed.

The Vice Chair shall:

- Serve in a managerial capacity for daily sector activities, reporting to the Chair as needed.
- Coordinate activities with the Emergency Services Sector-Specific Agency (ES-SSA) and EMR-ISAC staff.
- Represent the Chair as needed.

#### **6.2.5. Executive Committee Roles and Responsibilities**

The members of the executive committee will play a key role in identifying issues of concern to the community and conveying them to DHS, providing industry recommendations, and addressing the issues presented by other sectors. The Executive Committee will provide substantive advice and guidance to DHS drawing upon their experience and knowledge of public safety needs and capabilities. Due to the often immediate and critical demands on ESS practitioners at the local level, the responsibilities of the Executive Committee may be delegated, as needed, to the Executive Director (or his/her designee) of the association to which each participant is a member.

The Executive Committee will:

- Approve the general direction of ESS initiatives and programs, evaluate progress and approve changes in direction and scope for the overall SCC activities.
- Provide advice, feedback and support to DHS and other stakeholders.
- Create and disband project or issue-specific working groups and committees as they deem appropriate.
- Act as a liaison with other sectors, and coordinate joint projects.
- Resolve issues requiring policy, procedural, or other business decisions as needed.
- Represent and advocate for issues involving the ESS at more senior levels of government and among member constituencies.
- Participate in SCC meetings, joint Critical Infrastructure Partnership Advisory Council (CIPAC) meetings with the Emergency Services Government Coordinating Council (GCC), and applicable cross-sector meetings.
- Recommend and vote on additional ESSCC members, as well as contribute to any required disciplinary or expulsion proceedings.
- Prepare appropriate read-ahead and presentation materials for Executive Committee review, as required.

#### **6.2.6. Rules of Engagement**

Meetings:

- The Executive Committee will convene as an SCC at least two-times a year and more often when necessary. The Executive Committee may schedule additional meetings as needed. The group will also participate in joint meetings of the SCC and GCC at least two-times a year.
- There will be a pre-determined agenda for each meeting. The agenda should be kept at high-level discussions. The outcomes of each meeting will be documented in writing and communicated as appropriate.
- The meetings will be held in a location that maximizes the SCC's resources and participants' time. Meetings may be scheduled in conjunction with national or regional meetings that may attract the participation of Executive Committee members, such as National Homeland Security Consortium meetings.
- Executive Committee meetings are closed to all non-SCC members. Non-SCC members must have an expressed invitation by the Chair.



#### Decisions:

- The Executive Committee will operate by consensus, except in matters of membership which require a majority vote.
- Only recommendations (documents, policy positions, plans, etc.) that are provided to the Executive Committee members prior to the meeting shall be voted upon.
- Individual organizations may present their opinions to DHS on any subject under the auspices of their own organization at any time. However, if the issue being presented to DHS is one that is a dissenting opinion of the Executive Committee, it must be made in full disclosure to the other members of the committee.
- If a specific project or topic of research is rejected by the ESSCC, any organization may proceed with any individual action under their own auspices, but may not present it as an ESSCC project or use ESSCC funds.

#### Costs:

- Cost of participating in the ESSCC Executive Committee will be borne by federal or other funding if available. Federal funding is available for meeting space, travel and per diem for select meetings with appropriate notice. If federal or other funding is unavailable, the cost will be borne by the individual organizations.
- The secretariat will make every effort possible to minimize travel and related expenses.

### **6.3. General Membership**

Members will work in concert with the Executive Committee through participation in project-specific working groups and subcommittees. They will recommend critical infrastructure protection objectives and action items for the sector to the Executive Committee. This may include identifying goals, participating in or leading working groups required to meet those goals, providing comment and recommendations on ESSCC or federal documents, and providing feedback on additional issues to the Executive Committee as requested.

Members will be requested to assist in implementation, education, and dissemination efforts undertaken as a result of the above.

#### **6.3.1. Eligibility for General Membership**

Membership (or "full membership") will include representatives from organizations representing the "owners / operators" of other emergency services, including those that provide secondary or specialized response or management capability, on the ground at the local or state level, in addition to representatives from all members of the Executive Committee. Organizations that may be included may represent: fire, law enforcement, emergency management, EMS, public works; emergency health or medical personal; specialized emergency response or management organizations; non-profit service providers; etc.

Membership will be limited to two official representatives - one primary and one alternate - per group. It is recommended that these positions are filled by one practitioner and one staff member.

Members should have the knowledge and authority to formulate advice and make decisions on behalf of their constituents, attend all or most of the pre-scheduled meetings and be available to participate in working groups or subcommittees, and respond to ad hoc requests from the Executive Committee. Attendance will be required at pre-scheduled biannual meetings or special meetings as needed. Members will be expected to participate for a minimum of one year.

Organizations are invited to become members only at the sole discretion of the Executive Committee, who must approve of the invitation with a majority vote. The Executive Committee may also expel any member.

### **6.3.2. Member Roles and Responsibilities**

The members will provide substantive advice and guidance to the Executive Committee, most frequently via working groups and/or subcommittees, though opportunity for individual feedback is available. Members will be required to draw upon their experience and knowledge of public safety, and State and local needs and capabilities.

Members will:

- Provide general direction to the ESSCC by leading and participating in working groups and issuing final recommendations to the Executive Committee based on their work;
- Provide advice, feedback, and support to the Executive Committee, and identify additional subject matter experts from their organizations to contribute to projects;
- Review working group/subcommittee deliverables upon request;
- Provide resources in support of their full participation of their departments and agencies;
- Represent and advocate for ESS at more senior levels of government and among member constituencies;
- Assist in building partnerships;
- Communicate decisions, plans, and results to local constituencies;
- Participate in periodic, pre-scheduled meetings; and
- Prepare appropriate read-ahead and presentation materials for Executive Committee review, as required.

### **6.3.3. Rules of Engagement**



#### Meetings:

- The general membership will participate in an all-members meeting two-times a year.
- The general membership will be invited, but not required, to participate in joint SCC/GCC meetings, scheduled two times per year.
- Committees and workgroups will meet as needed either in person or via teleconference.
- The meetings will be held in a location that maximizes the SCC's resources and participants' time. Meetings may be scheduled in conjunction with national or regional meetings.
- SCC meetings are closed to all non-SCC members. Non-SCC members must have an expressed invitation by the presiding member.

#### Decisions:

- Working groups and subcommittees will operate by and act upon consensus. Dissenting opinions should be discussed and noted in the meeting minutes.
- Only recommendations (documents, policy positions, plans, etc.) that are provided to the working groups, subcommittees, or members prior to the meeting shall be voted upon.
- ESS-related decisions and recommendations of working groups and subcommittees will be sent to the Executive Committee for final approval or incorporation into broader Executive Committee recommendations.
- Individual organizations may present their opinions to DHS on any subject under the auspices of their own organization at any time. However, if the issue being presented to DHS is one that is a dissenting opinion of the ESSCC, it must be made in full disclosure to the Executive Committee.
- If a specific project or topic of research is rejected by the ESSCC, any organization may proceed with any individual action under their own auspices, but may not present it as an ESSCC project or use ESSCC funds.

#### Costs:

- Cost of participating in the ESSCC by state, local, or private ESS entities will be borne by the ESSCC through federal or other funding if available. If federal or other funding is unavailable, the cost will be borne by the individual organizations.
- In the event that a federal or non-ESS entity is invited to participate in a committee or working group, that entity will bear the cost of participation.

- The secretariat will make every effort possible to minimize travel and related expenses.

#### **6.4. Associate Members**

Associate members will work in concert with the Executive Committee and the general membership through participation in ESSCC meetings and project-specific working groups and subcommittees. They will contribute to infrastructure protection objectives by participating in working groups, subcommittees and personal recommendations based on their knowledge and expertise. Associate members may assist in implementation, education, and dissemination efforts undertaken as a result of ESSCC projects and programs.

##### **6.4.1. Eligibility for Associate Membership**

Associate membership will include individual ESS practitioners (not a designated representative of an organization), plus representatives from organizations representing interdependent or other private sector entities. Organizations are limited to one primary ("official") representative.

Associate members should have the knowledge and authority to formulate advice and make decisions that reflect the best interest of their discipline and the sector, attend all or most of the pre-scheduled meetings, be available to participate in working groups or subcommittees, and respond to ad hoc requests from the Executive Committee. Attendance at pre-scheduled biannual meetings or special meetings as needed is required. Members will be expected to participate for a minimum of one year.

Organizations or individuals may be recommended for associate membership to the Executive Committee by any member. However, the Executive Committee must approve of the invitation with a majority vote. The Executive Committee may also expel any associate member.

##### **6.4.2. Associate Member Roles and Responsibilities**

Associate members will provide substantive advice and guidance to the Executive Committee, most frequently via working groups and/or subcommittees. Associate members will be required to draw upon their experience and knowledge of public safety, and State and local needs and capabilities.

Members will:

- Provide general direction to the ESSCC by participating in working groups and subcommittees;
- Identify additional subject matter experts (SMEs) as needed;
- Provide resources in support of their full participation of their departments and agencies;
- Represent and advocate for ESS within the government and among member constituencies;

- Assist in building partnerships;
- Communicate decisions, plans and results to local constituencies;
- Participate in periodic, pre-scheduled meetings; and
- Prepare appropriate read-ahead and presentation materials for Executive Committee review, as required.

### **6.4.3. Rules of Engagement**

- Organizations or individuals are expected to represent the interest of the ESS. Participation is not to be used for personal or corporate gain, or to further the interests of another sector or entity.
- Organizations or individuals may present their opinions to DHS on any subject under the auspices of their own organization at any time. However, if the issue being presented to DHS is one that is a dissenting opinion of the ESSCC, it must be made in full disclosure to the executive committee.
- If a specific project or topic of research is rejected by the ESSCC, any organization may proceed with any individual action under their own auspices, but may not present it as an ESSCC project or use ESSCC funds.

See also *Working Group and Committees* below

### **6.5. Working Groups and Subcommittees**

Working groups and subcommittees will address specific issues within the sector as identified or approved and assigned by the Executive Committee, and lead by a full member. These entities may research and seek out comment on issues, formulate draft policy and/or implement projects. The work of these groups may or may not be submitted to the general membership for review and comment at the discretion of the Executive Committee. The subcommittee or working group will make a formal recommendation of action to the Executive Committee.

Working groups and subcommittees will be formed by the Executive Committee with representatives from organizations from all levels of membership, plus additional sector organizations, and cross-sector representatives as appropriate.

#### **6.5.1. Working Group and Subcommittee Members**

Working groups and subcommittees may consist of any member or representatives from any interested ESS or stakeholder organization as assigned as by the Executive Committee. A pool of practitioners will be established to tap into the resources and perspectives of the larger ESS community. SMEs, who are not part of the ESS or ESSCC, may be called upon by working group or subcommittee members to provide information or comment when appropriate.

Organizations may select their representative to serve on working groups and subcommittees, and have representatives on multiple groups simultaneously. The names and contact information of a primary and alternate representative shall be provided to the Secretariat or working group/subcommittee Chair. Due to the potential number of participants involved, meetings may be restricted to just one representative per organization.

### **6.5.2. Working Group and Subcommittee Roles and Responsibilities**

Working Group and Subcommittee members shall:

- Participate in meetings and teleconferences as needed;
- Allocate resources as needed to provide appropriate information, research, recommendations, and feedback to the Executive Committee;
- Coordinate with their respective agencies to educate them on the ESSCC goals and progress; and
- Ensure appropriate representation of all levels and disciplines within the public safety community.

### **6.5.3. Working Group and Committee Rules of Engagement**

Meetings:

- Individual working group and subcommittees will convene as needed.
- There will be an agenda and read-ahead materials for each meeting or teleconference. The outcomes of each meeting will be documented in writing and communicated as appropriate.
- The meetings will be held in a location that maximizes the SCC's resources and participants' time. Meetings may be scheduled in conjunction with national or regional meetings that attract the participation of working group and subcommittee members.

Decisions:

- The working group and subcommittee will not be a decision-making body. Instead, the working group and/or subcommittee will provide information and recommendations to the ESSCC Executive Committee.

Costs:

- The secretariat will make every effort possible to minimize travel and related expenses.

## **7. Role of Government**

The organization of the ESSCC must be sector-driven. However, government agencies play a key role in the ESSCC work; perhaps more so than in other sectors. The *NIPP* assists in clarification of the roles by defining the ESS as those who, "are employed to save lives and property", which DHS has interpreted literally, to include emergency responders (from first responders to specialists), search and rescue personnel, emergency management, and public works. DHS staff has further defined those driving all sector efforts as "owners and operators".

Under this interpretation there may be some federal agencies that are permanently included in the ESS CIP structure, such as the U.S. Coast Guard for their search and rescue capabilities. However, no federal agencies will serve in an ESSCC leadership role. The ESSCC will tap into federal, state and local governments' perspectives either through the GCC, the State, Local, Tribal, Territorial GCC (SLTTGCC), a working group or committee, cross-sector cooperation, or a direct solicitation for review or comment.

### **7.1. U.S. Department of Homeland Security**

The Department of Homeland Security (DHS), specifically through the Office of Infrastructure Protection (IP), provides guidance and support to the sector as the Sector-Specific Agency (SSA) for the ESS. A staff member from IP will be appointed as the primary liaison between the ESSCC and the GCC.

DHS recognizes that each organization participating as a member of the ESSCC does so on a voluntary basis, and will continue to have organization-specific action items, concerns and input not related to the sector efforts. Participation in ESSCC efforts does not prevent or hinder organization-specific relationships with DHS or any other federal department or agency.

### **7.2. State and Local Government Entities**

The ESSCC will interact with the SLTTGCC in the same manner, but perhaps more closely, as with other sectors.

## **8. Financing**

Due to the nature of the ESS, it cannot be self-funded as is the case with sectors dominated by private industry. The government must assist in off-setting the cost of the work of the ESSCC, including the ESSCC secretariat, and some funding for specific projects.

*\*This is a living document and is subject to change with majority approval by the ESSCC Executive Committee\**



ESS SCC Chair  
Paul Fitzgerald