

April 20, 2016

Search Committee – Emergency Management Coordinator
Lake County, IL

To Whom It May Concern:

I am providing this cover letter and accompanying resume to express my desire to be selected as the Emergency Management Coordinator – Lake County, Illinois. It is my belief that my qualifications exceed those detailed in the announcement. Below is a brief summary of my many years of experience in the emergency management and continuity industries.

Although much of what I am providing in this portion of the cover letter centers on emergency management, law enforcement management and community preparedness exercises, it has been included to demonstrate my extensive background in working and coordinating with managers at several different levels of government and the private sector. On several occasions I have been complimented on my ability to create diverse partnerships with key appointed officials and stakeholders from different industries and backgrounds in order to ensure that our mutual assigned tasks are properly completed.

In my current position as the Emergency Management Coordinator for the Chicago Department of Aviation, I coordinate with departmental staff and outside agencies to develop and update airport emergency management plans in preparation for and response to incidents. This includes the National Incident Management System (NIMS), the Incident Command System (ICS); Strategic National Stockpile (SNS) Continuity of Operations (COOP), Emergency Operations Center (EOC) activity, Pandemic Influenza program participation with the Center for Disease Control (CDC) and Evacuation/ Shelter-In-Place Planning. I have a thorough understanding of local government operations and have spent years building teams and strong working relationships with city / county /state and public sector personnel. In addition to certifications in Crime Prevention, Emergency Management, Exercise Design / Development / Evaluation, I am also certified as a Continuity Practitioner ensuring that my Department is prepared to continue with its' mission essential functions should some disaster strike - temporarily incapacitating the senior appointed leaders or critical infrastructure / key resources of the department.

I co-authored the department's Emergency Operations, Active Shooter and Continuity of Operations Plans and have spent countless hours reviewing and updating these plans with key personnel, airport tenant agencies and our Risk Management consultants to ensure that we are prepared to address the mitigation, preparedness, response and recovery concerns associated with emergency planning. Since my arrival at the Aviation Department, we have addressed such real-world issues as: 2006 Terrorist Plot Against U.S. Aviation Industry; 2009 Swine Flu Epidemic Scare; 2010 Severe Wind Storms; 2010 Stanley Cup Playoffs; 2010 Haitian Relief Effort; 2011 Winter Blizzard and the 2012 NATO Summit.

As the Lead Planner for the Department of Aviation's Exercise Design and Development Team, my responsibilities include the planning, design, development, evaluation and management of all drills and exercises conducted by the Department. These drills and exercises often focus on airport critical infrastructure and key resources that are vital to the nation's air transport industry. In order to further develop my exercise design/management skills, I have earned the designation of Master Exercise Practitioner (MEP) from FEMA (Federal Emergency Management Agency). I hold numerous other certifications conferred by the Illinois Emergency Management Agency (IEMA), the Federal Emergency Management Agency (FEMA) and the private sector.

In recognition of my strong team building and communications skills, I was awarded the Chicago Department of Aviation, Safety and Security Divisions' John J. Townsend Award of Excellence; the Department of Aviation 2006 Distinguished Service Award and am a 2015 recipient of the

International Police and Public Safety 9/11 Medal of Commendation. Each of these awards point to a successful track record to attain successful results.

Prior to my assignment with the Department of Aviation, I was a non-sworn member of the Chicago Police Department where I served as the District Manager for the 12th District with responsibility for the management of all administrative functions (reports, records retention and disposal, crime and arrest reporting, timekeeping, and officer activity). Working together with the District's Community Policing Staff, I was required to work closely with several layers of government (city, county and state) as well as the private sector to further the Chicago Alternative Policing Strategy (CAPS) embraced by the City of Chicago Leadership. In this capacity, I provided support and coordination to the department in it's dealings with private sector businesses and educational institutions.

A promotion to Projects Administrator for CPD's Patrol Division resulted in responsibilities for managing the needs of 25 police districts and 28 division units directly servicing over 10,000 of the police department's 13,000 police officers. Responsibilities included: Project Management, Special Event Planning, contingency planning, preparing division level directives; preparing the division budget; determining manpower needs; establishing internal controls to ensure compliance with directives.

Reporting directly to the Chief of Patrol, I assumed the role of Staff Director. Additional duties placed me in a position to monitor the Performance Measures system to track issues such as: Safety (injuries, accidents and training); Crime (incidents and arrests); Citations issued (non-criminal offenses); employee overtime; and employee sick time.

My oversight of these areas placed me in a unique position as a member of the Department's Strategy Development Team where long-range strategic plans were designed and developed to address the deployment of police personnel to such large city-wide events as: 1996, 1997 and 1998 NBA Championship Series; 1996 Democratic Convention; 2000 Y2K "Bug" scare (while at the District level); and the 2004 Anti-War Demonstrations and the 2005 MLB World Series (while at the Division level).

I was recognized for my achievements in these positions by being awarded two Chicago Police Department Superintendent's Award of Merit and three Honorable Mentions for Administrative Excellence.

I graduated from the University of Maryland in 1985 with a Bachelor of Science Degree in Technology and Management. Additionally, I earned a Masters Degree in Public Administration from the University of Oklahoma in 1988.

I believe that my years of management experience, both as a team leader and a team member, and my background in many of the areas falling under the description of this position meet or exceed the skills that you seek in the next Emergency Management Coordinator and qualify me as a strong candidate for this prestigious position.

Thank you for your time and consideration.

Sincerely,


Michael C. Dacey



MICHAEL C. DACEY

OBJECTIVE

Executive position involving staff management, strategic direction, setting expectations, managing performance, prioritizing projects, managing resources and assisting in the achievement of individual and organizational goals. Progressive Responsibility and Experience in:

Managing/executing Planning	Coordinating Troubleshooting	Initiating/developing Organizing	Collaborating on teams Training
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Emergency Manager, City of Chicago - Department of Aviation

2007-Present

Coordinate with departmental staff and outside agencies to develop and update airport emergency plans in preparation for and response to incidents. Responsible for building relationships with appointed officials and key stakeholders to implement operating procedures and action plans during emergency or disaster situations. Coordinate with local government officials engaged in planning and executing multi-agency disaster preparedness programs to effectively respond to emergencies.

Projects Administrator, Patrol Division Headquarters, Chicago Police Department

2000-2007

Project Oversight for Patrol Division Automated Systems including, the District Automation Program, Automated Overtime, Officer Activity, e Track Property Inventory, Case and Arrest Reporting. Responsibilities included: Project Management, Special Event Planning, contingency planning, preparing division level directives; preparing the division budget; determining manpower needs; Performance Management and establishing internal controls to ensure compliance with directives. As a member of the Strategy Development Team, developed strategies and contingency plans for police deployments to large incident scenes or planned events.

Administrative Manager, 12th District, Chicago Police Department

1994-2000

Manager of support services for a Police District including payroll, budgeting, training and management information. Provided administrative guidance on matters applicable to union contracts and identified areas where improvements in administrative functions were possible. Supervised a staff of 13 personnel.

United States Army Senior Enlisted Advisor, Ft. Myer, VA

1972-1993

Managed all administrative and logistical functions. Responsible for welfare, health, and morale for an organization of over 850 soldiers; counseled personnel concerning professional development, education and training; managed staff and personnel replacement programs; formulated training policy for career progression and promotion opportunities; supervised a cadre staff of 11 personnel.

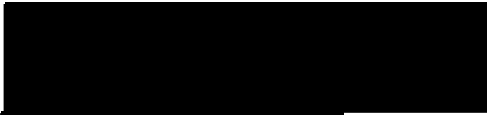
EDUCATION/ADVANCED TRAINING

<i>B.S., Technology and Management</i>	<i>University of Maryland, College Park, MD</i>	<i>1985</i>
<i>M.P.A., Public Administration</i>	<i>University of Oklahoma, Norman, OK</i>	<i>1988</i>
<i>Police Executive Manager Course</i>	<i>Northwestern University Traffic Institute</i>	<i>1997</i>
<i>Police Crime Analysis Course</i>	<i>Seattle Police Department</i>	<i>1998</i>
<i>Project Management Certificate</i>	<i>Loyola University, Chicago, IL</i>	<i>2005</i>
<i>Certified Crime Prevention Specialist</i>	<i>American Crime Prevention Institute</i>	<i>2008</i>
<i>Certified Incident Command Trainer</i>	<i>Center for Disaster Preparedness</i>	<i>2008</i>
<i>Certified Professional Emergency Manager</i>	<i>Illinois Emergency Management Agency</i>	<i>2009</i>
<i>Certified Master Exercise Practitioner</i>	<i>Federal Emergency Management Agency</i>	<i>2011</i>
<i>Certified Professional Continuity Practitioner</i>	<i>Federal Emergency Management Agency</i>	<i>2015</i>

Michael C. Dacey

Contact Information

Address:



Home:



Cell:

Email:



Education

- Master of Public Administration, 1988
University of Oklahoma, Norman, Oklahoma
- Bachelor of Science - Technology and Management, 1985
University of Maryland, College Park, Maryland

Work History

2007 to Present

City of Chicago, Illinois (population 2.719 million)

Emergency Manager, Department of Aviation

1994 to 2007

City of Chicago Police Department, Illinois (population 2.719 million)

2000 to 2007

Projects Administrator, Patrol Division Headquarters

1994 to 2000

Administrative Manager, 12th District

1972 to 1993

United States Army, Fort Myer, Virginia

Senior Enlisted Advisor

Data Summary:

Candidate:	Michael C. Dacey
Organization:	City of Chicago, Illinois
Position:	Emergency Manager - Department of Aviation
Organization Budget:	\$307,500
Total Number of Employees in Organization:	296
Total Number of Employees in Department:	1,200
Current Salary:	\$104,050
Expected Salary:	\$75,000
Reporting Relationship:	Chief Public Safety Officer
Years of Experience:	44

Professional Affiliations:

- Illinois Emergency Services Management Association
- Illinois City/County Management Association
- Association of the United States Army