

# Yellowstone County

## HUMAN RESOURCES

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September 7, 2023

K.C. Williams  
Director of Emergency Management  
Yellowstone County Montana  
316 North 26<sup>th</sup> Street Room 3201  
Billings, MT 59101

Dear K.C.,

This is to follow up on our meeting August 22, 2023. We met with the Board of County Commissioners (BOCC) on August 28, 2023, to get clarification on the rapport between BOCC and the Emergency Services Department regarding expectations and goals.

Emergency managers perform their primary duties in their office or in an emergency operations center. First responders perform their response duties on scene. However, there are times when those lines cross as an emergency manager needs to evaluate the response of those providers or a manager could be called forth to assist with communication and coordination.

While you work closely with emergency responders in fire, police, emergency medical, and public works, your role is to implement the planning and coordination for mitigation, preparedness, response, and recovery from all disasters. Your job description specifically states: "Manages disaster preparation planning, mitigation, response, communication and recovery programs."

Based on our discussion with you and with BOCC and to foster communication so that everyone's expectations may be effectively managed moving forward we recommend that you provide a general summary of your upcoming planning and response goals, to include any travel and training opportunities, to both BOCC and Kevan Bryan, Director of Management and Budget. This summary should be done once a month. Kevan can help you with this communication to the board.

Your job requires maintaining a solid working relationship with BOCC and utilizing Kevan's expertise in communication and county operation can foster that relationship. Kevan is currently assisting other department heads in a similar capacity.

Please let us know if you have any further questions.

Sincerely

A handwritten signature in black ink, appearing to read "Scott Twito".

Scott Twito, County Attorney

A handwritten signature in black ink, appearing to read "Dwight Vigness".

Dwight Vigness, HR. Director

Copy: Board of County Commissioners  
Kevan Bryan, Director of Management and Budget