

## BRIAN KEITH LEE

### PROFESSIONAL EXPERIENCE

#### Director of Health, Safety and Emergency Management, GW University

July 2017- Present

My duties include providing leadership and collaboration in the planning, development and implementation of university-wide emergency management plans. I provide technical expertise and support to all university departments on regulatory compliance issues in occupational and environmental health, biological and chemical security, and fire safety. I provide counsel and advice to faculty and staff on occupational and environmental health and safety matters, including interpreting policies and procedures, and conducting job safety analysis for faculty and staff. I develop the university's response to OSHA inquiries and collaborate with university departments to ensure laboratories and research centers comply with occupational and environmental health and safety, biological and chemical safety; and adherence to the select agent program. I serve as the university's primary emergency management representative and liaison with local, regional, federal, and international partners for emergency management related matters. I am the Incident Commander for the annual exercise and my office prepares the university-wide emergency preparedness communication and awareness initiatives and coordinates emergency management response to incidents affecting all of our university campuses. My office also oversees, Lab Inspections, the university's hazardous waste program, chemical use and compliance, lab research safety, bio protection metrics, fire safety and inspections and hazardous incidence response.

#### Public Safety Promotional and Professional Assessment Consultant

June 2016- July 2017

- Contractor with various firms as a member of management teams scoring and assessing strategic scenario's for senior level promotional candidates on behalf of public safety jurisdictions nationwide. Constructed and developed emergency scenario's and incidents for proficiency testing and skills assessments.

#### Deputy Fire Chief, Fire/EMS Department, Washington, DC

April 2011-May 1, 2016

Professional Standards Officer

Responsibilities include revising and implementing Department Policies, Rules and Orders according to applicable laws, industry guidelines and standards for a force of 2200 personnel.

- Duties included aligning Department policy and directives with the overall mission of respond to, mitigate, prepare for, and recover from all hazards, provide emergency medical services and enforce occupational and environmental health, biological and chemical safety, and fire safety regulations.
- Through audit and compliance oversight, I revised the Department purchase card program, which resulted in greater accountability, less red flag audits and better account tracking. Reduced end of the year budget give backs by 15%. Reduced Agency Management alert letters by correcting system deficiencies and closer scrutiny of purchases and spending patterns with vendors.
- Coordinated the strategic planning curriculum for city agencies through CitiStat and responsible for ensuring Department compliance with benchmarks and performance metrics of the Mayors "one city" program initiatives.
- Currently possess secret level security clearance (Department of Homeland Security and FBI); as a result, I am the Departments representative to several local and regional law enforcement policy and preparedness councils. Participated in developing Incident Action Plans, workshops and Tabletops for various NSSE events, regional drills and senior management tabletops.
- Tasked with developing and implementing the "one city one mayor" program initiatives specific to public safety including streamlining daily personnel requirements to reduce overtime and employee sick call. This resulted in reducing on the job sick leave by 7% and 13% respectively over Fiscal years 2011 and 2012.
- Certified in Homeland Security Exercise and Evaluation Program (HSEEP)

### **Assistant Fire Chief of Policy & Standards**

**April 2007 – April 2011**

Supervised and established goals and objectives for personnel within the Department including specific oversight of Fire Investigations and Prevention, Internal Affairs, Safety/Wellness, Compliance and the Professional Standards Division.

- Formulated Division budgets, and spending plans according to an annual agency budget of \$200 million dollars
- Negotiated Memorandum of Understandings (MOUs) with various District and Federal Agencies on emergency response criteria and investigative authority.
- Enhanced fire inspections and revised inspection and safety guidelines for the city including working to ensure adoption of the international fire code as a part of the construction certifications process for the city of Washington DC.
- Responsible for the development of laws and regulations governing public safety, interagency response, intergovernmental coordination and mitigation efforts in accordance with District and Federal ESF's Developed Department goal and objectives with the Fire Chief, evaluates program performance and provided gap analysis.
- Provided direct oversight and strategic goals for the Safety and Risk Management Office, including implementing OSHA compatible Policies.
- Represented the Fire Chief and the agency in regional, federal and local hearings in developing plans and guidelines for federal and state preparedness.
- Assigned to the City's consequent management team.
- Created, staffed and wrote operational guidelines for Departmental Internal Affairs unit

### **Interim Fire Chief**

**December 2006 – April 2007**

Served as the leader of the DC Fire and EMS Department, a major metropolitan all hazards Fire and Rescue Services Agency staffed with more than two-thousand employees and an annual operating budget in excess of \$190 million dollars.

- Responsible for protecting the dynamic population of Washington D.C. Due to the influx of federal workers and tourists the threshold is generally above 1.5 million people.
- Responsible for overall leadership and management of the agency, which is charged with protecting federal and local assets as well as citizens and visitors to the Nation's Capital.
- Testified before various congressional committees and DC City Council on matters related to Public Safety.
- Provided oversight and direction to Assistants, Division heads and employees for the entire Department.
- Managed disasters both local and large scale incidents of national significance.
- Developed and implemented the Fire Liaison and EMS Liaison program.
- Implemented agency policies according to the Executives directives and strategic vision
- Maintained secret level security clearance.

### **Battalion Fire Chief-Special Operations**

**April 2004 – December 2006**

Primary response chief on special hazards calls; occasionally oversaw the Special Operations Division citywide. Represent the agency at various local and regional committees and facilitated policy and protocol for Rescue and EMS for local and regional adoption.

- Provided incident command and expertise on hazardous responses including chemical, biological and other specialized hazards
- Lead the accident investigations office, developed strategies to reduce Departmental vehicular accidents
- Certified and Served as Department Safety Officer
- Developed training curricula for FEMS and command modules for complex emergencies affecting individuals and public safety.
- Responsible for the daily administration and training of a battalion force. Initiated Weapons of Mass Destruction (WMD) training for 1800 FEMS employees, as well as other city agencies.
- Implemented and developed policies regarding auto extrication, auto fires and CPR instruction. Authored internal documents on EMS and Paramedic Engine operations to assist senior management in the decision making process.
- Maintained secret level security clearance.

**District of Columbia Retirement Board, Washington, D.C.**

**December 2000 – January 2009**

**Trustee and Board Chairman**

Successfully recruited nationally recognized pension expert to the board as Executive Director.

Managed and oversaw employee pension fund with assets over 5 billion dollars. As a fiduciary, my responsibilities included, investment management, fund advisement, prudent allocation of assets, administering employee benefits and forecasting future benefits and market impact to overall stability of the fund. This fund represents the city's police officers, firefighters and teachers. Facilitated the process of merging benefits administration from various city and federal agencies into a single point for participants (DCRB), thereby reducing FTE's, and office operating costs by moving employee positions from city to DCRB payroll and budget. Created the Strategic Planning Subcommittee that is tasked with developing policy for Board functions including coordinating an annual budget that increased to 34 million dollars due to program and position mergers.

## **EDUCATION**

Naval Postgraduate School, Monterey, CA

Department of Homeland Security Program

1 year research and classroom based program -**Graduate Certificate**- Homeland Security –August 12, 2011

Johns Hopkins University, Columbia, MD

Public Safety Executive Leadership Program

**Masters of Science, Management** – May 9, 2007

Harvard University, Cambridge, MA

Labor Studies, Global Economy and Workforce Issues

1 year in residency research and classroom based -**Graduate Certificate** – March 18, 1994

University of the District of Columbia, Washington, DC

Government Contracting and Procurement

**Bachelor of Arts degree** – August 23, 1988

## **PROFESSIONAL DEVELOPMENT**

- Nationally Registered Emergency Medical Technician (NREMT)
- NIMS 100, 200, 300, 400, 700 AND 800 Certification
- Safety Officer Certification (2003)
- Chem/Bio CBRNE mitigation (US Army Indian Head)
- Radiological Response Certificate DOE
- IS-00230 Fundamentals of Emergency Management
- HSEEP Certification 2014
- Red Cross Disaster Management and Operations (1/08- 2/08)
- Weapons of Mass Destruction/Unified Command, GWU Readiness Ctr.
- Maryland Fire Rescue Institute/University of Maryland Executive Leadership
- NFPA - Hazardous Materials - Level I, II (operations), III (specialist)
- Confined Space Rescue – Certificates
- High Angle Rope Rescue
- Biological Hazards-Department of Justice Training Center, Alabama
- Fire Officer I, II, HazMat Commander Certification

## **PROFESSIONAL AND SOCIAL AFFILIATIONS**

International Association of Fire Chiefs (IAFC);

International Association Emergency Managers

Campus Safety (CSHEMA)

Leadership Greater Washington

Board of Safety Professionals

International Association of Fire Fighters (IAFF);