



## DEQ POLICY MEMORANDUM PM12-02

### **POLICY FOR SUCCESSION OF DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ) OFFICIALS AND DELEGATIONS OF AUTHORITY FOR CONTINUITY OF OPERATIONS.**

#### **PURPOSE:**

Idaho Department of Environmental Quality (DEQ) must provide and sustain continuity of operations by establishing a sequence of leadership succession.

#### **STATEMENT OF POLICY:**

##### **Succession to the position of Director, DEQ.**

**Order of Succession.** In the event of the unavailability of the Director, the Deputy Director shall act as the Director. In the event of the unavailability of both the Director and Deputy Director, a Division Administrator shall act as the Director as specifically designated by the Director or, in the absence of a specific designation, as designated in accordance with the following rotation: Water Quality (January, May and September; Waste and Remediation (February, June and October); Air Quality (March, July and November), and; Technical Services (April, August and December). In the event the designated Division Administrator is unavailable, the next Division Administrator in the rotation shall act as the Director.

**Delegation of Authority and its Limits.** The Acting Director is delegated the full authority of the Director to act, perform, and make decisions for the Director, as follows:

Pursuant to the authorization of Idaho Code 67-2405(2)(c), the Director delegates to the Acting Director all powers and duties of the Director as provided by Titles 67 and 39, Idaho Code and other provisions of applicable law except as follows:

- the authority to issue any notice of violation except after consultation with the Director; and,
- the authority to appoint, dismiss or change the compensation of any non-classified employee, however the Acting Director shall have the authority to place any non-classified employee on leave with pay.

## **Succession to other DEQ positions.**

**Order of Succession.** Each Division and Regional Administrator or unit manager within the Director's Office shall designate at least two successors to act in his/her position from the members of his/her staff.

**Delegation of Authority and its Limits.** Successors to the positions of Division or Regional Administrator shall have the authority to exercise the power and duties of the office in the event that those above them on the list of designees (provided below), are unavailable. Officials so designated as successors to these positions are not thereby successors to the position of Director. Due to the complex nature of DEQ operations, questions on any legal issues related to rules and procedures that delegated officials must follow regarding succession, including the conditions under which succession will take place; method of notification; and any temporal, geographical, or organizational limitations of authorities, should be addressed to the Director's Office. Section 1F.10 of DEQ Policies and Procedures Manual (policy on nepotism) shall not apply to any existing DEQ employee under the direct chain of command of an acting position.

## **Definitions**

**Unavailable.** The term *unavailable* means the incumbent of a position is not able, because of absence, disability, incapacity, or other cause, to effectively exercise the powers and duties of an office.

**Director.** The term *Director*, unless the context states otherwise, includes persons exercising the powers and duties of the position.

## **Procedures**

The Director shall operate from a location, which, in the judgment of the Director, will best serve as DEQ. If the operability of any other point of command (alternate location/facility) is, in the judgment of the Director, sufficiently superior, then the Director may move to that place or provide direction/yield to the successor who is at that location.

Successors shall exercise authorities and functions only until superseded by an official higher on the list or by a successor specifically designated by proper authority to assume direction.

Those designated under this policy to exercise the powers and duties of the office shall be instructed in the emergency duties they are expected to perform if succession occurs.

Orders of succession will be included in DEQ's vital records and databases and will be available at the alternate facility.

Personnel will be notified of succession requirements and responsibilities by the person they will succeed, if they are available, or by a senior manager in their absence. Personnel will be notified in person, by telephone, or by email.

## **Modifications to this Memorandum**

The only official orders of succession are included in this policy, which will accordingly be revised as necessary, with superseding orders of succession authorized by the Director as indicated by her/his signature below.

## **Orders of Succession for DEQ Officials**

### **DIRECTOR, IDAHO DEQ**

1. Director, Curt Fransen
2. Deputy Director, Jess Byrne
3. Designated Division Administrator, Barry Burnell, Orville Green, Martin Bauer or Mark Dietrich.

### **FISCAL OFFICER**

1. Financial Officer, Dave Sande
2. Financial Specialist Principal, Brenda Malone
3. Buyer, Cameron Craven

### **FACILITIES MANAGER**

1. Facilities Manager , Rick Ford
2. Buyer, Cameron Craven

### **HUMAN RESOURCES (HR) DIRECTOR**

1. HR Officer , Paul Blas
2. HR Specialist Sr., Sharon Haylett

### **ENVIRONMENTAL MANAGEMENT AND INFORMATION DIVISION (EMI) ADMINISTRATOR**

1. Administrator, Sharon Keene

For the EMI Division Administrator, there are two separate delegations of authority, depending on function:

- All administrative and signatory authority
  2. Software Development Manager, Will Wall
  3. Network Manager, Nick Powers
- Network reconstitution and functions
  2. Network Manager, Nick Powers
  3. Network Analyst, Matt Hibbs

### **WATER QUALITY DIVISION (WQ) DIVISION ADMINISTRATOR**

1. Administrator, Barry Burnell
2. Drinking Water Program Manager, Lance Nielsen
3. Wastewater Program Manager, Chas Ariss

### **WASTE AND REMEDIATION (WM&R) DIVISION ADMINISTRATOR**

1. Administrator, Orville Green
2. State Response Program Manager, Keith Donahue
3. Mine Waste Program Manager, Rob Hanson

### **AIR QUALITY (AQ) DIVISION ADMINISTRATOR**

1. Administrator, Martin Bauer
2. Stationary Source Program Manager, Mike Simon
3. Monitoring, Modeling, and Emissions Inventory Program Manager, Bruce Louks

### **TECHNICAL SERVICES (TS) DIVISION ADMINISTRATOR**

1. Administrator, Mark Dietrich
2. Environmental Engineering Discipline Lead, Zach Klotovich
3. Engineering Discipline Lead, Michael Stambulis

**REGIONAL ADMINISTRATOR for each DEQ Regional Office**

DEQ Region	Regional Office Title	Name
POCATELLO	Regional Administrator	Bruce Olenick
	Water Quality Manager	Lynn VanEvery
	Waste and Remediation Manager	Doug Tanner
COEUR D'ALENE	Regional Administrator	Dan Redline
	Program Manager	Calendar Schedule*
	Program Manager	Calendar Schedule*
LEWISTON	Regional Administrator	Clayton Steele
	Air Quality Manager	Amber Rand
	Water Quality Manager	John Cardwell
TWIN FALLS	Regional Administrator	Bill Allred
	Water Quality Manager	Sonny Buhidar
	Engineering Manager	Dave Anderson
IDAHO FALLS	Regional Administrator	Erick Neher
	Program Manager	Calendar Schedule*
	Program Manager	Calendar Schedule*
BOISE	Regional Administrator	Pete Wagner
	Engineering Manager	Todd Crutcher
	Waste Manager	Michael McCurdy

\* Where "Calendar Schedule" is listed, there is more than one individual assigned acting responsibility, according to a calendar with scheduling for this purpose.

**IMPLEMENTATION:**

This policy shall be effective immediately.  
 Dated this 22 day of May, 2012.

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 CURT A. FRANSEN  
 DIRECTOR