

APPOINTMENT LETTER RECEIPT

**I HEREBY ACKNOWLEDGE RECEIPT OF THE APPOINTMENT LETTER
FOR THE FIRE COMMISSION NOMINEES. THE LETTER WAS
TRANSMITTED BY THE COUNTY EXECUTIVE AND/OR HER
REPRESENTATIVE TO THE CLERK OF**

THE COUNCIL ON _____ AT _____

COUNTY COUNCIL REPRESENTATIVE

AGENDA DATE: _____

APPOINTMENT REVIEW FORM



Angela D. Alsobrooks
County Executive

DATE: February 23, 2024

TO: Rhonda L. Weaver
County Attorney

THRU: Joseph C. Ruddy
Deputy County Attorney

FROM: Miriam L. Brewer, Appointments Liaison

RE: Fire Commission (Five Reappointments)

Date Sent to County Attorney: February 23, 2024

Appointments to be sent to Council on: March 22, 2024

Review: [X] Transmittal Letter
[] Appointee Data Form
[X] Financial Disclosure Form
[X] Other: Bio and Resume

I have reviewed the attached appointment package and find it to be legally sufficient.

DATE: 03/22/2024

Dinora Hernandez

Associate County Attorney
Office of Law

DATE: 3/22/24

Joseph Ruddy

Deputy County Attorney
Office of Law

DATE: _____

County Attorney
Office of Law



Angela D. Alsobrooks
County Executive

PRINCE GEORGE'S COUNTY GOVERNMENT

OFFICE OF THE COUNTY EXECUTIVE

March 29, 2024

The Honorable Jolene Ivey
Chair
Prince George's County Council
1301 McCormick Drive, 2nd Floor
Largo, Maryland 20774

Dear Chair Ivey:

It is my pleasure to submit to you and the County Council the reappointment of Ms. Gloria J. Bell, Ms. Michelle A. Chandler, Ms. Lisa MC Hegwood, Mr. Marlon Selmon, and Mr. Kyle J. Snyder to the Fire Commission for Prince George's County. The Fire Commission reviews the financial needs and requests for public funds of each of the County's volunteer fire companies. It formulates annually, one capital budget, one capital improvement program, and one current expense budget for all volunteer fire companies with respect to the expenditure of public funds, and shall submit said budgets and program, together with appropriate justification, to the County Executive in accordance with the provisions of the Charter.

Ms. Gloria J. Bell, a resident of Fort Washington, serves as the District 4 Commissioner to six (6) volunteer corporations. Most recently, she served on the FY 2024 Volunteer Station Program Funds Committee and previously developed standard operating procedures for department functions while facilitating New Member Orientation sessions as Chief of Staff to the President. Ms. Bell received her Bachelor of Science degree from the University of Maryland University College.

Ms. Michelle A. Chandler, a resident of Bowie is a Firefighter/Medic Battalion Chief with the Prince George's Fire/EMS Department. She is a dedicated and accomplished professional with a distinguished career in the United States Air Force and Maryland Air National Guard. Serving as a liaison to fire stations in District III, Ms. Chandler has consistently provided support and assistance when needed and has taken the lead on training newly appointed commissioners on the station supply ordering process. She is a graduate of Columbia Southern University.

Ms. Lisa MC Hegwood, a resident of Laurel, is the Response Coordination Branch Training and Exercise Administrator with the Maryland Department of Emergency Management and a Fire Service Volunteer. A respected emergency management professional, she joined the Greenbelt Volunteer Fire Department & Rescue Squad, Inc in 2017, where she has held many administrative and operational roles within the department. Ms. Hegwood received her Bachelor of Arts degree from Rowan University and a Master of Science degree from University of Maryland University College.

Mr. Marlon E. Selmon, a resident of Bowie, is a native Prince Georgian and successful business owner. He is President and Chief Executive Officer (CEO) of PaNa Solutions whereby he oversees the day-to-day operations of the company, is responsible for the achievement of strategic goals and objectives while ensuring excellent customer service delivery. Mr. Selmon has provided high-quality management and Information Technology (IT) consulting services to the Central Intelligence Agency (CIA), National Security

Agency (NSA), Department of Defense (DOD), and District Government Services. He received his undergraduate degree from Bowie State University and a graduate degree from Capital College.

Mr. Kyle J. Snyder is a resident of Berwyn Heights and the Town Manager where he manages the day-to-day operation of the Town. He joined the Berwyn Heights Volunteer Fire Department in 2008. He was previously Town Administrator for Upper Marlboro with oversight of Public Safety, Public Works, and Administration. Mr. Snyder received his Bachelor of Arts degree from the University of Maryland, College Park.

Pursuant to Section 11-301 of the Prince George's County Code and Sections 322 and 504 of the Charter, I am appointing the following individuals to the Fire Commission:

Ms. Gloria J. Bell [REDACTED] [REDACTED]	Reappointment: Volunteer Member Term Expiration: July 1, 2026
Ms. Michelle A. Chandler [REDACTED] [REDACTED]	Reappointment: Career Member Term Expiration: July 1, 2026
Ms. Lisa MC Hegwood [REDACTED] [REDACTED]	Reappointment: Volunteer Member Term Expiration: July 1, 2026
Mr. Marlon E. Selmon [REDACTED] [REDACTED]	Reappointment: Resident Member Term Expiration: July 1, 2026
Mr. Kyle J. Snyder [REDACTED] [REDACTED]	Reappointment: Volunteer Member Term Expiration: July 1, 2026

Attached for the County Council's consideration is an Appointee Data Form and resume for each of the appointees. Their Financial Disclosure Statements have been transmitted to the Clerk of the Council. Your favorable consideration of these appointments is appreciated. If I may provide you with any additional information, please contact Ms. Miriam L. Brewer, Appointments Liaison, at (301) 952-4136.

Sincerely,



Angela D. Alsobrooks
County Executive

Attachments

cc: Members of the County Council
Jennifer A. Jenkins, Council Administrator
Donna J. Brown, Clerk of the Council
Rhonda L. Weaver, County Attorney

Gloria J. Bell

3610 Copperville Way, Fort Washington, MD 20744

Home: 301-2484020 ~ Cell: 301-466-9424

Email: gloria.bell@mvfd27.org ~ quickpwp@aol.com

Summary of Qualifications

- Over 30 years of extensive human resource, management and organizational structuring experience with Federal Government (*competitive and excepted*)
- Expert knowledge and skill in job analysis/position classification
- Skill in staffing and placement
- Ability to research, interpret, analyze and apply data, facts and regulations
- Excellent customer service skills - extensive relations with a diversity of customers
- Works extremely well, independently or as part of a team, generating ideas/suggestions
- Ability to learn quickly; follow directions; adapts quickly to new concepts and responsibilities
- Strong writing, communication, organization skills; highly motivated and detail-oriented
- Significant training in human resources, management, psychology, organization and administration
- Possessed Top Secret information and granted access to Sensitive Compartmented Information by an DOD agency
- Possesses ability in sign language, communicating and providing assistance

Education

University of Maryland University College
Adelphi, MD

May 2002

Bachelors of Science – Management Studies; Minor: Behavioral & Social
Science/Psychology

Experience

Prince George's County – Fire Commission
Fire Commissioner

Landover Hills, MD
April 2023 – Present

During my current term as a Fire Commissioner, responsibilities include:

- Served as the District 4 Commissioner to six (6) volunteer corporations, processing orders for supplies, tools, uniforms, etc.; assisting with matters pertaining to funds and other inquiries and distributing information that pertain to the respective corporation.

- Served on the FY 2024 Volunteer Station Program Funds Committee by reviewing each item of concern closely, ensuring that a solid agreement was developed for the corporations.
- Served alongside fellow Commissioners on the 508 Distributions, reviewing and ensuring all dollars were accurate.
- Served as a reviewer at the Station Management audits. As part of a team, I assisted in reviewing receipts, bank statements, etc. to ensure that the corporation's books were in order for the specified time period.

Morningside Volunteer Fire Department

Morningside, MD

Human Resources Director/Executive Assistant to President October 8, 2019 – Present

- Developed an Human Resources program while working closely with the President and continues to work on improvements
- Assisted in implementing a corporation type Administrative organizational structure
- Work closely with the President/VP of the department; serving as a Executive Assistant to the President by advising on issues as it primarily pertains to Human Resources; but providing suggestions on the overall operations for the good of the department
- Developed Standard of Operating Procedures for departments functions
- Work with the Fire Chief on items of interest, when requested; advise on HR issues
- Serve as the Junior Member Coordinator by monitoring, advising and overseeing the member's success until age 18; ensure that the President/Fire Chief is kept up to date on all aspects
- Oversee and provide leadership to the recruitment and membership team as well as performing membership duties
- Manages the tracking and communications of all probationary members
- Facilitates the Prospective Member Open House, providing an overview of the department and explaining the application process; reviewing applications prior to submitting for fingerprinting, etc.

Defense Intelligence Agency

Washington, DC

Human Resources Manager

August 2000 – May 2004

- Provides full position management and classification advisory services to accomplish the mission and achieve increased effective operations.
- Maintained liaison with other Federal agencies and professional societies i.e. Army MWR, Society of Human Resources in order to keep abreast of developments in human resources management and to incorporate new materials and techniques into the DOD Program. Serves as the Council of Employees (COE) representative, focusing on the quality of work life for the workforce, presenting issues to the Director of Human Resources and the Deputy Director of Administration (SES).

- Serves as a panel member for Personnel Management for Supervisors training class, providing information on position classification and position management.
- Conduct presentations for new employee orientation, covering the classification and student employment programs.
- Participated in the review and approval for classification and position management restructuring.
- Possessed skills and the ability to formulate effective strategies consistent with the missions and objectives of an organization.
- Researched and interpret policy issues.

General Services Administration
Position Classification Specialist

Washington, DC
November 1991 – August 2000

Served as an advisor on position classification, management and staffing issues. Reviewed, analyzed and classified the full range of general schedule and wage grade positions; reviewed organizational structures. Reviewed draft classification standards; analyzed and interpreted.

General Accounting Office
Personnel Management Specialist

Washington, DC
May 1988 – November 1991

- Advised management on position management, classification and staffing issues. Classified and evaluated positions at all grade levels, pay banding and special appointments, evaluated positions and assigned appropriate series and grades; prepared evaluation reports; analyzed personnel management problems, research policies and procedures to resolve problems.
- Developed vacancy announcements; reviewed qualifications of candidates; advised management and responded to questions related to staffing issues and staffing needs; reviewed, draft and developed staffing policies and procedures. Set pay for pay banded positions for appointments, position changes, and pay schedule increases. Conducted training sessions for New Employee Orientation classes, i.e., gave overview of benefits, leave programs, and programs within the agency. Worked with Civil Rights Office and Office of the General Counsel to provide required information for cases. Served on the Career Level Council, representing professionals. Served as liaison between the employees and their organizations regarding their complaints, concerns, or comments, which primarily included personnel issues.

Prince George's County Correction Center
Marlboro, MD
Life Skills Counselor

Upper

May 1990 – December 1990

- Provided volunteer services as a trainer/facilitator to incarcerated individuals on human resources procedures, rules, regulations, and the process of seeking employment and beginning a new life.
- Provided instruction on new career opportunities; developed human resource training criteria to use in classroom for the individuals; created a balance between my teaching goals and the individual's needs assuring that they understood the information provided; provided instructions on how to properly complete applications. Encouraged participation of the attendees to get involved and give their ideas; ensured that material was written and properly constructed so that they would be able to apply for jobs upon release.
- Provided information on interviews and resumes; promoted the development of job related topics to help them to, to communicate.

Environmental Protection Agency
Position Staffing & Classification Specialist

Washington, DC
May 1985 – May 1988

- Performed basic job development, analysis, determination of qualifications (analysis of experience and qualifications); developed position descriptions; reviewed and analyzed organizational or procedural changes and established organization titles and codes; conducted desk audits with employees and/or supervisors; gathered data for audits and meetings; conducted position surveys; reviewed and analyzed draft classification standards, guides, policies, and other material pertaining to the agency or Federal regulations; analyzed and interpreted new Federal regulations; analyzed and evaluated positions in order to determine appropriate pay plans, occupational series, title and grade; and wrote evaluation reports.

Michelle A. Chandler
12411 Stirrup Lane
Bowie, Maryland 20715
Home (301) 262-8401 Cell (443) 336-0688
E-mail: machandler@co.pg.md.us

OBJECTIVE : To further serve the citizens of Prince George's County by continuing to serve as a Fire Commissioner.

EXPERIENCE	7/2021	Fire Commissioner- Career, District III Confirmed by the Prince George's County Council November 2020, replaced outgoing Career Commissioner
	9/2021 To Present	Firefighter/Medic Battalion Chief Prince George's County Fire/EMS Department Operational Safety Battalion Chief
	2/2017 To 1/2021	Firefighter/Medic Captain Prince George's County Fire/EMS Department Aide to the Deputy Fire Chief of the Volunteer Services Command
	1/2014 To 2/2017	Firefighter/Medic Lieutenant Prince George's County Fire/EMS Department Served in various positions: Shift Supervisor, Stations 835 and 838 Quality Assurance Officer - Apparatus Maintenance
	6/2008 To 12/2013	Firefighter/Medic Technician Prince George's County Fire/EMS Department Served as the Technician at Stations 846, 844 & 836 Quality Assurance Officer - Apparatus Maintenance
	3/1999 To 5/2008	Firefighter/Medic Prince George's County Fire/EMS Department Completed Career Recruit School #29 Completed probationary study guide

Firefighter, Stations 840, 826, 808, and 822
Completed Joint Apprenticeship Training Program
Paramedic Intern at Station 849
Completed paramedic internship program
Paramedic at Stations 849, 846 and 840

3/1996
To 3/1999

PRE PGFD EMPLOYMENT

Martin State Airport
2701 Eastern Avenue
Baltimore, Maryland 21224
Full time Crash, Fire & Rescue Specialist

3/1996
To 3/2015

Maryland Air National Guard
Warfield Air National Guard Base
2701 Eastern Avenue
Baltimore, Maryland 21224
Traditional Guardsman (part-time)
Crash, Fire & Rescue Specialist
Crew Chief, Station Captain
Retired from The Maryland Air National Guard
Honorable Discharge, 23 years of service

11/1992
To 3/2015

United States Air Force
Dyess Air Force Base, Abilene Texas
Active Duty, Held Rank E-1 through E-4
Crash, Fire & Rescue Specialist

EDUCATION

06/1990

Graduated from St. Mary's Ryken High School
22600 Camp Calvert Road
Leonardtown, Maryland 20650

08/1996
To 2001

Attended College Part-time
Columbia Southern University
21982 University Lane
Orange Beach, Alabama 36561
Graduated in 2010 with an Associate's Degree of
Applied Science- Fire Science

CERTIFICATIONS AND LICENSES

National Registry Paramedic
Maryland State Paramedic
Prince George's County Certified Paramedic
Fire Officer IV
Firefighter II
Fire Inspector III
Fire Service Instructor III
Incident Safety Officer
Hazardous Materials - Operations
Hazardous Materials Incident Commander
Hazardous Materials Technician
Fire Apparatus Operator- Pump
Fire Apparatus Operator- Aerial
Public Safety Telecommunicator II

REFERENCES

Available upon request

Lisa Hegwood

12007 Montague Drive, Laurel, MD 20708

301-278-6234 | lhewood@co.pg.md.us | lisa.mc.hegwood@gmail.com

Personal Statement

Dedicated fire service volunteer and respected emergency management professional with strong leadership and relationship-building skills with the goal of creating sustainable policies, procedures, and programs that are rooted in collaboration to ensure readiness of the whole community to respond to all hazards through planning, training and exercise, and public education.

Education

Master of Science Management, Emergency Management
University of Maryland, University College
Adelphi, Maryland

2015

Bachelor of Arts Communication-Public Relations
Rowan University
Glassboro, NJ

2003

Highlighted Skills

- Goal Oriented
- Whole Community Focused
- Self-Motivated
- Effective Communicator
- Ethical & Accountable Professional
- Adaptable Leadership Approach
- Teambuilding & Training
- Critical Thinker & Problem Solver
- Willingness to Learn & Improve

Professional Experience

Maryland Department of Emergency Management
Response Coordination Branch Training & Exercise Administrator (Feb 21-
Present | State Exercise Officer (May 2019-Feb 21)

May 2019-Present

Ravens M&T Bank Stadium TTX (Sep 5, 2019)-Designed, Developed, Facilitated
Meritus Medical Center FSE (Aug 16, 2019)-Planning Team Member, Evaluator
Complex Coordinated Terrorist Attack-Southern Region TTX (October 3, 2019)-
Planning Team Member, Facilitator
Dual Site Radiological Exercise Dress Rehearsal (October 9, 2019)-Controller
Complex Coordinated Terrorist Attack-Lower Eastern Shore TTX (October 17, 2019)-
Planning Team Member, Facilitator
Great Shake Out Drill (October 17, 2019)-Designed, Developed, Facilitated
Complex Coordinated Terrorist Attack-Western Region TTX (November 6, 2019)-
Planning Team Member, Facilitator
US Dept of Energy GridEx TTX (November 13-14, 2019)-Player
CCNPP-Peach Bottom Dual Site REP Drill (November 15, 2019)-Controller
Montgomery Co CERPP Exercise (December 10, 2019)-Evaluator
Complex Coordinated Terrorist Attack-Upper Eastern Shore TTX (January 8, 2020)-
Planning Team Member, Facilitator
Peach Bottom REP Dress Rehearsal (February 11, 2020)-Planning Team, Player
Maryland Region III Health and Medical Coalition Pediatric Surge TTX (February 24,
2020)-Player
Complex Coordinated Terrorist Attack-Central Region TTX (February 26, 2020)-
Planning Team Member, Facilitator
Oriole Park at Camden Yards TTX (OPCY TTX) (March 11, 2020)-Designed, Developed,
Facilitated
Oriole Park at Camden Yards Functional Drill (OPCY Functional) (March 11,
2020)-Designed, Developed, Facilitated
2020 Statewide Tropical Cyclone Virtual Workshop & TTX (August 26, 2020)-Lead
Planning Team, Designed, Developed, Controller
MEMA Resources Review & Functional Exercise (September 30, 2020)-Lead Planning
Team, Designed, Controller
MDE Recovery Tabletop Exercise (December 1, 2020)-Lead Planning Team
Carroll County HazMat TTX (September 30, 2019)-Facilitator
BWI EPLEX 2020-Lead planning of the Full Scale Exercise for recertification of airport
operations. Cancelled to due COVID-19 response.
Maryland Joint Operations Center New Hire Academy (July 2021)-Developed and
delivered student-learner based training for new employees
Maryland State Emergency Operations Center (SEOC) 101 Training-Revamp and
delivery
Review and update SOPs for operational readiness of the MJOC as necessary

Lisa Hegwood

12007 Montague Drive, Laurel, MD 20708

301-278-6234 | lhewood@co.pg.md.us | lisa.mc.hegwood@gmail.com

HIGHLIGHTED ROLES AND RESPONSIBILITIES

- **Maryland State Emergency Operations Center (SEOC):** Command and General staffing positions to include Resource Tracking, Local Liaison, Operations Section Deputy Chief, Operations Section Chief, SEOC Deputy Commander, and SEOC Commander. In each of these positions, I've engaged the entire incident management team to include State Coordinating Functions, various Task Forces, the Joint Information Center, Senior Leadership, and Local and State partners for integrated decision making and unity of effort.
- **Maryland State Duty Officer:** Serves as the initial point of contact for incidents impacting the State of Maryland by maintaining situational awareness and decision making for notifications to the Governor's Office and key senior leadership; supporting the resource request process by facilitating EMAC and MIEMAC requests; triaging incidents for escalation in response posture; and providing recommendations to MDEM senior leadership on appropriate actions to take to respond to or support incidents.
- **Maryland State EMAC A-Team Member**

Greenbelt Volunteer Fire Department & Rescue Squad, Inc.

April 2017-Present

Board of Trustees (2021-2022)

Special Events and Outreach Chairperson: Fundraising and Open House

Recruitment Team Member

PGCVFRA 2018 and 2021 Convention Planning Team Member

Greenbelt American Legion Post 136 Firefighter/EMT of the Year (2020)

CERTIFICATIONS/LICENSES/APPLICABLE CLASSES

National Registry EMT (NREMT)

Maryland EMT

Prince George's County Hands Only CPR & Stop the Bleed Instructor

Firefighter I

Firefighter II

Emergency Vehicle Operator

Instructor I

ICS-300, Intermediate ICS for Expanding Incidents for Operational First Responders

ICS-400, Advanced ICS for Command and General Staff, Complex Incidents and MACS

for Operational First Responders

Releasing the Reins-The Art of Succession Planning Seminar

University of Maryland, Adele H. Stamp Student Union

June 2005-May 2019

Operations/Guest Services Manager

Progressive supervisory and operational responsibility for a 300,000 square foot facility that hosts over 3.1 million visitors and 9,000 events per year. Responsible for the daily operation of the facility in regards to customer satisfaction, information services, safety and security, and emergency preparedness/response.

Administrative/Management

- Successfully hired, trained, and managed staff of 35 undergraduate students and one graduate assistant to work front line customer service positions, facility management, and emergency response.
- Developed and managed a budget of \$120,000 to accommodate all operational activities of the guest services team.
- Demonstrated patience and adaptive management techniques when supervising staff.
- Applied for and received grant/sponsorship money for a "Build Your Emergency Kit" event.
- Developed and instituted a comprehensive *Stamp Emergency Preparedness & Safety Program* that incorporates plan review and revision, education and training, outreach, human resources on-boarding, and response resources.

Policy/Procedure Development

- Review, exercise, and revise facility emergency operations plan on an annual basis to confirm that departmental and university objectives and changing conditions are met in accordance with NIMS and ICS standards.
- Developed *Infectious Disease Annex* to emergency operations plan to align with the revised university plan.
- Developed response plans to address the known hazards and threats to facility.
- Created reporting resources for emergency response within the facility.
- Developed shelter in place/evacuation maps, in collaboration with several university stakeholders (facility management and fire marshal) to include in emergency operations plan, response guide, and public directories.

Training and Education

- Developed train the trainer program to engage and educate staff in the departmental emergency management program. Recruited representatives from each unit to attend a two day training where they were introduced to the emergency management cycle of preparedness, response, recovery, and mitigation. Participants left with monthly training schedule and deliverables for each unit.

Lisa Hegwood

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- Developed "Zombie Apocalypse: Stamp Emergency Preparedness" presentation and workshop to present basic emergency preparedness activities in a fun and easy to learn format.
- Developed *Active Shooter Response and Information Guide* for department staff through referencing *Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education*, *Active Shooter: How to Respond* from DHS, and *Surviving an Active Shooter*, UMPD.
- Appropriate use of social media and traditional media for public awareness during active incidents and for educational purpose.
- Led campus team of representatives from UMPD, Emergency Management, University Communications, and Vice President of Student Affairs Office to create, facilitate, and assess the *Adele H. Stamp Student Union—Center for Campus Life Civil Unrest Tabletop Exercise*.
- Created partnership with Prince George's County Fire and EMS Department to sponsor *Hands Only CPR* training for campus events.

Relationship Building

- Successful collaboration with university office of emergency management, police department, and residential life to create opportunities for community members (students, faculty, and staff) to identify common hazards and threats, building an emergency kit, and creating a communication plan.
- Serve as liaison to police department for K9 explosives detection team for training and community outreach.
- Received Commendation for Excellence from the University of Maryland Department of Public Safety, July 2017.
- Serve as department representative to the campus Emergency Management Council.
- Support all university emergency management initiatives to create a common understanding appropriate preparedness, response, and recovery actions throughout all divisions and departments.

Professional Development

- Instructor, First Aid/CPR/AED (Credentialed through National Safety Council)
- University of Maryland Leadership Development Institute Master Facilitator Course "Developing and Delivering Training for Adult Learners", April 2018
- LSU NCBRT Instructor Development Workshop 390
- FEMA EMI K2302 Leaders Skillset Course (PILOT)
- TEEX MGT-466 Sport and Special Event Enhanced Risk Management & Assessment Course
- FEMA National Emergency Management Basic Academy
- FEMA Professional Development Series Certificate
- FEMA Independent Study Course IS-700.b "National Incident Management System (NIMS): An Introduction"
- FEMA Independent Study Course IS-800.d "National Response Framework, An Introduction"
- FEMA Independent Study Course IS-00100.c "Introduction to Incident Command System ICS-100"
- FEMA Independent Study Course IS-00200.c "Basic Incident Command System for Initial Response"
- FEMA Independent Study Course IS-00001.a "Emergency Manager: An Orientation to the Position"
- FEMA Independent Study Course IS-00907 "Active Shooter: What You Can Do"
- FEMA Independent Study Course IS-00802 "Emergency Support Function (ESF) #2 Communications"
- *Emergency Management in Higher Education Seminar*, Consortium of Universities/George Washington University, July 2017
- *Emergency Management in Higher Education Seminar*, Consortium of Universities/George Washington University, June 2016
- *National African American History Month: Preparing Communities through Partnerships*, DHS Center for Faith-based and Neighborhood Partnerships/FEMA Individual and Community Preparedness Division, February 2016
- *The Disaster Experience (a mock exercise)*, GovSec/TREXPO & CPM East, June 2014
- *Execution Under Pressure: Building a Higher Performance Safety Team*, GovSec/TREXPO & CPM East, June 2014

Associations and Affiliations

Member, International Association of Emergency Managers (IAEM)

IAEM Annual Conference, Grand Rapids, MI
IAEM-USA Region 3 Symposium
IAEM-USA Region 3 Symposium "National Preparedness System"
IAEM-USA Region 3 Symposium "Whole Community Preparedness"
IAEM-USA Universities & Colleges Caucus (UCC)

2014-Present

October 2021
June 2016
June 2015
June 2014

Member, Association of College Unions International (ACUI)

Presenter, ACUI Region VII Conference, "Breathing Life Into Your EOP: Creating a Community of Emergency Preparedness" –Philadelphia, PA
Presenter, ACUI Annual Conference, "Implementing Web-Based Programs as Training Tools"–Boston, MA
Board of Directors, ACUI Region 4
Conference Planning Team Member, ACUI Region 4

2003-2019

November 2015
March 2012
2012-2013
2008,2012-2013

Lisa Hegwood

12007 Montague Drive, Laurel, MD 20708

301-278-6234 | lhewood@co.pg.md.us | lisa.mc.hegwood@gmail.com

Member, Prince George's County Community Emergency Response Team (CERT) of Greenbelt

Team Coordinator

Administrator/Instructor, Basic CERT Class

2015-2017

2015-2017

September 2017

Member, Big Ten Emergency Management and Special Events

Presenter, Big Ten Emergency Management and Special Events Conference, "*Non-Traditional Emergency Management Partners—Review of STAMP Tabletop Exercise*"

Planning Team Member

Attendee, Big Ten Emergency Management and Special Events Conference-Lincoln, NE

2017-2019

July 2018

2017-2018

July 2017



MARLON E. SELMON

OVERVIEW

Marlon Selmon is a native of Prince Georges County for 44 years, his professional career spans nearly 23 years severing as the President/Chief Executive Officer of PANA Solutions Inc. Mr. Selmon has provided high-quality management and Information Technology (IT) consulting services to the Central Intelligence Agency (CIA), National Security Agency (NSA), Department of Defense, and District Government Services. Mr. Selmon oversees the day-to-day operations of the company, including providing vision, leadership, and guidance in establishing the company's short and long-term growth strategy. In his role as President/CEO, he is also responsible for the achievement of strategic goals/objectives to ensure excellent customer service delivery. Mr. Selmon holds a Master of Science (M.S.) degree in Management of Telecommunication from the Capital College, and a Bachelor of Arts (B.S.) degree in Communication from Bowie State University. Mr. Selmon is also a member of Kappa Alpha Psi Fraternity, Inc.

SUMMARY

- In depth knowledge of Agency and Intelligence Community networking.
- Detailed understanding of current and future technology trends of SAR customer and government agencies; familiar with IC networks employed by the various member agencies.
- Detailed knowledge of the project life cycle and network architectures.
- Over ten years of professional experience working in a secure information systems environment.
- Experienced working on numerous projects providing network support and troubleshooting.
- Experienced in developing test and implementation procedures for network design and architecture.
- Experienced in preparing technical proposals and evaluating new technologies.
- Knowledge of Communications and Security policies and practices.
- Understands theory and practice underlying LAN/WAN network operations.
- Prepares technical proposals for the ERB for upgrading existing technologies.
- Has knowledge of Communications and Infosec policies and practices.
- Possesses excellent judgment and problem-solving skills when interacting with the customers.
- Works within a dynamic, fast-paced and challenging environment.
- Mentors and trains new team members.
- Has Masters Degree in Management and Telecommunications, and Bachelors of Science degree in Computer Science.
- Certified CISCO CCNA, CCDA, and CCNP candidate 2012.

EDUCATION

M.S., Management & Telecommunications, Capitol College, Bowie, Maryland, 2003

B.S., Computer Science, Bowie State University, Bowie, Maryland, 1997

CERTIFICATIONS AND TRAINING

Cisco Certified Network Associate (CCNA) 2000

Cisco Certified Design Associate (CCDA) 2001

Cisco Certified Network professional (CCNP) candidate 2012

HID PROX Technology Basics 2007

Card Data Format Selection 2007

Contrasting the 125 KHz Prox 2007

Other courses: Building Scalable Cisco Networks, Internetworking Routers & Switches, Internetworking with TCP/IP, Intro to Cisco Router Configuration

PROFESSIONAL EXPERIENCE

PaNa Solutions CEO/President 2006- Present

- Provides services, support and training in the areas of Network Engineering, Video System Engineering, Telecommunications, Network Documentaiton, Network Installation and Program Management, on the AP2 Program for the Federal Government.
- Performs work at the Government customer site as a member of the Jacobs Engineering/Harris Team.
- Performs operations and maintenance (O&M) functions to maintain and enhance system perormance and availability of more than 1000 systems and servers. Red Hat Linux, Solaris, or Windows operating systems on either a hardware or virtual infrastructure.
- Responsible for O&M activities, O&M team members, and “on-call” services, which involve responding (during and after normal duty day) to system degradations, outages, and anomalies quickly resolve user impacting situations, returning systems to full operational stability, and performing after action analysis and action to prevent future recurrence. Daily O&M also encompasses proactive system monitoring, backups, disaster recovery planning and testing and efforts to automate daily operations and minimize manual processes.
- Daily activities include sustainment of the existing systems and collaboration with the engineering resources or other Government staff and contractors, to facilitate safe and effective transition to operations and ongoing sustainment of newly defined services and systems.

Sr. Systems Engineer, Compumatics Group, McLean, Virginia, 2006 – Present.

- Maintains multiple networking systems and TCP/IP to include IP Addressing and Subnetting; Network Address Translations; MTU; QoS.
- Monitors, installs, designs, configures, Routing and Switching systems (Cisco or Juniper); Routing Protocols (OSPF, EIGRP, and BGP) and Gateway Redundancy Protocols (HSRP, VRRP, and GLRP) to include experience troubleshooting issues with these protocols.
- Administration of VoIP, Multicast, STP, VTP and Virtual LAN's and Trunking (VLAN's); Network Security (ACL's, IPSec Tunnels), Cisco ASA's (Security Appliances); SONET, ATM, MPLS, POS, Multicast and properly implements these technologies.
- Performs (advanced level) configuration, testing, and troubleshooting of IP network infrastructure. Supports the full engineering lifecycle to include; Demonstrate the ability to work with customers to

determine network requirements, write system requirement documents, and develop design solutions (physical and logical) that are in compliance with best engineering practices, standards, and guidelines, implementing and testing the solution to ensure compliance with customer requirements.

- Excellent verbal, written communication and presentation skills
- Responsible for the network design and implementation of LENEL systems
- Develops a project plan and workflow based on project management models.
- Maintains several classifications of networks.
- Reviews user requests for upgrades or additions.
- Works closely with program managers and customers to determine functional requirements in efforts to develop customized solutions that best fit their needs as well as their budget.
- Troubleshoots and solves technical and non-technical issues.
- Evaluates communication hardware and software, troubleshoots LAN/WAN and other network related problems.
- Assists other team members with analysis and evaluation and with the preparation of recommendations for system improvements, development.
- Designs architecture to include the software, hardware, and communications to support the total requirements.
- Responsible for documentation of test results in the proper logs and developing test procedures
- Provides technical expertise and evaluation for network.

Sr. Systems Engineer, Tesla Engineering, McLean, Virginia, 2001 – Present.

- Provides senior technical expertise for project engineering teams by designing secure applications, solutions and network systems for clients.
- Work with several vendors on complex network designs, including Cisco, Marconi, and Blue Ridge.
- Researches, evaluates, tests, and implements new technologies to better fit current customer requirements.
- Leads major portions of large or medium projects, and leads small projects.
- Prepares technical proposals for presentation to the ERB.
- Responsible for the design and implementation of Core Network solutions.
- Develops test and implements procedures for network design/architecture while providing recovering procedures.
- Maintains several classifications of networks.
- Performs general LAN/WAN administration, provides technical leadership in the integration and test of complex large-scale computer integrated networks
- Designed several networks, various in difficulty, ranging from VOP T/1 to OC/12.
- Maintains several networks from LAN/WAN perspective, this includes various troubleshooting and monitoring technologies such as Ciscoworks, Vitalnet, HP Openview.
- Supports network infrastructure environment of 60 remote sites.
- Evaluates analytically and systematically problems of work flows, organization and planning and develops appropriate corrective action.
- Acts independently to uncover and resolve issues associated with the development and implementation.
- Designed several networks based on network security requirements to ensure secured network communications in several DoD agencies. These systems incorporated technologies such as IP security, VPN tunnels, and 4000 Borderguards.

Network Engineer, Lockheed Martin M&DS, Fairfax, Virginia, 1998 – 2001.

- Provided systems engineering and project management support for large-scale government projects, involving LANs, WANS, voice and video.
- Led major portions of large or medium projects.

- Developed network design, wrote router, and switch configurations.
- Developed bill of equipment (BOE) for customer.
- Supported the project officer in conducting technical exchange meetings (TEM), information readiness review (IRR), and customer exchange review (CER) on proposed engineer solution.
- Briefed the engineer review board of technical designs.
- Assisted other project members with analysis and evaluation and with the preparation of recommendations for system improvements.
- Developed advanced technological ideas and guided their development into a final product.
- Assisted in system integration and testing activity to include after hour and weekend work.

Technical Consultant Specialist, G.E Information Services, Rockville, Maryland, 1998.

- Developed conflict resolution skills, analytic problem solving skills, basic technical trouble-shooting, general PC skills, and client talk express skills.
- Troubleshoot Asynchronous/Bisynchronous communication issues.
- Provided technical support to client via telephone, e-mail and dial-in access.

TECHNICAL SKILLS

Hardware

CD ROM, CSU/DSU, KG's, Multiplexers, PBX, Scanners, routers, switches, border guards 4000's, VPN concentrators, workstations, transceivers, CISCO routers, HP Plotters, Scanners, Printers, Tektronix Printers, Xerox Printers.

Software/Programming Languages

LENEL, Lotus Notes, Netscape, AutoCAD, Lotus 1-2-3, MS Excel, MS Mail, MS Word, Netscape, PC Tools, PowerPoint, VISIO, WordPerfect, Assembler, COBOL, Java, Adobe Illustrator, Adobe Photoshop, Netscape, Sametime, MS Excel (Macro Language), MS Word (Macro Language). Advanced Knowledge in LENEL On-guard software.

Operating Systems

CWE 1.6, CWE 2, Microsoft 2000 (Server), Microsoft XP Professional, DOS, UNIX, VAX/VMS, Windows, Windows 95, Windows NT, Windows 2000, Windows XP.

Networking/Communications

10BaseT, AppleTalk, ATM, BRI/PRI, Bridges, Ethernet, FDDI, Fiber Optics, FTP, Gateways, Internet, Intranet, IPX, ISDN, LAN Manager, LANalyzer, LANs/WANs, Novell, Routers, Smarthubs, SNA, SMTP, SONET, T-1/T-3, TCP/IP, Token Ring, IP routing, Familiarity with KG-75 and KG175 E100 encryptors. Network management platforms, Windows, HP Openview, CiscoWorks, VPN, and SNMP, DNS, DHCP Cisco switches and routers (6500, 4500, 4000, 3500, 2900, 2600, 2500). Experience with VoIP infrastructure, IPSEC, implementation, and configuration. Experience with site-to-site VPN, client-to-site VPN, and VPN concentrator. (Cisco, PIX, and Windows). Cisco Routing Protocols, experience designing, installing, configuring, troubleshooting and monitoring core LAN/WAN systems as well as configuring Cisco Voice services on network hardware (26xx, 36xx,) and administering VOIP, World Wide Web. Working knowledge of JUNIPER net screen firewall. Proficient in Electronic Data Interchange "EDI".

HONORS AND AWARDS

Agency Technology Services: Quality Service July 2000

Lockheed Martin: Wingspread Award June 2000

SECURITY CLEARANCE: TS/SCI with lifestyle polygraph

Kyle J. Snyder

Over 10 years of progressive municipal government experience serving in various departments and roles, and currently a Town Administrator.

Experience

2023-Present

Town Manager- The Town of Berwyn Heights

Executive position serving as Chief Administrative Officer and Chief Financial Officer of the Town. Appointed by, and serves at the pleasure, of the Town Council to manage the day-to-day operations of the Town.

2022-Present

Fire Commissioner- Prince George's County

Appointed by the County Executive and approved by the County Council to serve as a Fire Commissioner. The County Fire Commission is charged with formulating a capital budget, Capital Improvement Program (CIP), and overseeing the current expense budgets for all volunteer fire companies with respect to the expenditure of public funds.

2020-2023

Town Administrator- The Town of Upper Marlboro

Work closely with the Mayor and Town Commissioners to develop and implement policies created by the elected body. In addition to managing the Town's finances and assisting the mayor with managing the day-to-day operations of the Town, also charged with overseeing the Town's Economic Development, Capital Improvement Projects, Grant Management, Human Resources, Annexation, Government Relations, Social Media & outreach, and Special Events.

2018-2020

Chief of Staff to the Mayor- The Town of Upper Marlboro

Worked closely with the mayor to manage the day-to-day operations of the Town until the formal creation of the Town Administrator position by the Board of Commissioners in 2020

2015-2018

Deputy Clerk- The Town of Upper Marlboro

2012-2015

Code Compliance Officer & Budget Assistant- The Town of Berwyn Heights

2008-Present

Volunteer Firefighter/EMT-B & Board of Directors- Berwyn Heights Volunteer Fire Department

Education

Master of Public Administration

Liberty University (In-progress)

Bachelor in English & Business

University of Maryland College Park

Skills

- Budgeting & Finance
- Management
- Grant Management
- Social Media & Outreach
- Emergency Management
- State & County Relations
- Legislation & Policy Creation
- Open Meetings Act

Contact

Berwyn Heights MD 20740

240-468-2750

Ksnyder814@gmail.com