

# Resume

## John S. Halbrook

685 Harwood Dr.  
Des Moines, IA 50312

515-451-3557  
Me@johnhalbrook.com

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### Business Record 40 under 40

I'm a results driven aviation enthusiast whose career focuses on emergency management. As a planner for the State of Iowa I am one of the Department of Homeland Security and Emergency Management's Exercise Training officers (ETO). I enjoy applying team coordination, new technology, and vision driven processes to my career and volunteer activities.

- Emergency Management
- Homeland Security
- Disaster Response
- Emergency Medical Services
- Management
- Leadership Development
- Strategic Planning
- Incident Command
- Team Leadership
- Public Speaking
- Group Facilitation
- Non-Profit Development
- Exercise development
- Relationship development
- Team Building
- Social Media
- Large Group Facilitation
- Training

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## **PROFESSIONAL EXPERIENCE**

### **Iowa - Homeland Security Emergency Management Present**

**2008 to**

#### **Duty Officer/Exercise Training Officer (Full time, 40+hrs/Week)**

As an Exercise Training officer I help communities and partner agencies prepare for disasters by designing, developing and conducting training and exercise events using the HSEEP (Homeland Security Exercise Evaluation Program) Methodology.

- Serve as an on call duty officer for the Homeland Security Emergency Management Division
- Serve as an Operations officer during activations of the State Emergency Operations Center (SEOC)
- Collaborate with local state and federal program partners
- Lead and coordinate Exercise program strategic planning and development
- Develop and implement long term programs and system requirements
- Teach Intermediate, Advanced Incident Command, and NIMS courses
- Serve as an adjunct instructor for Emergency Management Training courses.
- Lead, facilitate and coordinate state wide Preparedness group committee meetings
- Review exercise After Action Review (AAR) for compliancy
- Provide subject matter expertise for planning and coordination of exercises
- Function as an exercise Evaluator/Controller
- Lead joint damage assessment teams with FEMA and SBA
- Utilize social media as a part of a Joint Information Center (JIC)
- Teach and coordinate Homeland Security Exercise Evaluation Program (HSEEP) classes

### **Iowa Department of Public Health 2008**

#### **Automatic External Defibrillator Coordinator (Full time, 40hrs/Week)**

Working for the Emergency Medical Services Bureau of the Department of Public Health I managed the AED grant program. I also completed the implementation of the Capital Complex Public Access AED program. Other duties associated with this position included coordination of ongoing CPR classes for the Capitol Complex as well as a committee of building representatives who facilitated emergency preparedness for their building. I also deployed as a part of the public health response to the flooding of 2008.

- Manage AED program for capitol complex
- Conduct ongoing training for AED network
- Deploy with Public Health response teams
- Staff the IDPH Emergency Coordination Center
- Review and rank grant applicants
- Write and coordinate program contracts
- Research and write draft EMS rule for implementation by the Aero medial committee
- Prepare technical Reports

### **Johnston Fire Department, Johnston IA Firefighter Paramedic/Acting Officer to 2014**

**(volunteer/Paid on Call/Part time) 2004**

I served as an Acting officer, Firefighter Paramedic for the city of Johnston. In this role I managed a crew of two other firefighters who staff the station on a rotating basis. Under this staffing model I was responsible for the initial response to emergency situations within our district.

I also served as the president of the Johnston Firefighters Association I worked with this team through an identity and purpose change process. At the end of this campaign we created new corporate governance structure, received federal tax exempt status as a 501c3 organization and took on both charitable and fundraising projects with great success.

- Manage and oversee a staff of two additional firefighters during scheduled shifts
- Provide onsite incident management during the initial stages of emergency situations.
- Serve as the on call Duty officer coordinating emergency responses throughout the city of Johnston
- Conduct patient care at the paramedic level as a part of an ambulance crew
- Serve as the president of the Johnston Firefighters Association.
- Manage the strategic planning and reorganization of the firefighters association.
- Function as a fire fighter, paramedic, engineer, or senior fire fighter during response to emergency situations
- Plan, develop, and conduct continuing education and training programs
- Participate in committees and attend appropriate classes, seminars, and meetings.
- Participate in exercises, drills, and training simulations
- Work in hazardous environment with stressful sights, sounds, and smells

**Midwest Ambulance, Des Moines IA  
2007**

**2005-**

**Education director (Full time, 40+hrs/Week)**

Midwest Ambulance is a large private ambulance service providing EMS support to communities, health care institutions, and private residents throughout central Iowa. As the Education Director I researched, and developed, and conducted several education centered programs as needed for the company including:

- Planned and implemented continuing education programs
- Conduct employee discipline as needed
- Participate in the hiring and termination of employees
- Promoted local state and federal training programs
- Assisted other supervisors by instructing employees, and answering questions
- Coordinated on scene emergency operations
- Provided input on appointments, promotions, performance and reassignments
- Worked with multiple county/city departments as a part of the Polk County EMS directors, and its education committee.
- Conducted new employee training
- Participated in table top, functional, and full scale exercises
- Reviewed medical records
- Inspected materials under consideration for acquisition and recommended actions
- Developed and analyzed department budget
- Developed and update performance statistics used to direct emergency response
- Perform supervisory duties in the absence of an operations manager
- Conducted investigations and disciplinary actions as directed by the Chief of Operations
- Coordinated quality improvement committee, which assured compliance with state policies, procedures, and patient care standards
- Recommended policies and procedures for carrying out assigned programs
- Represented agency at state and local coordination and planning meetings
- Developed and maintained regional work plans and progress reports

- Researched, studied, and conducted field trials, made recommendations, and implemented the purchase of health care equipment
- Worked 24 hour, day, and on call shifts as needed
- Conducted external education programs to customers and clients
- Developed, monitored and secured department budget
- Conducted training in the National Incident Management System (NIMS)
- Conducted training in the Incident Command System (ICS)
- Implemented emergency management resource typing requirements

**Ankeny Fire Department, Ankeny IA  
Summer 2005**

**Intern (Part Time 10-20 hrs/week)**

As an intern through Grandview College I was employed by the Ankeny Iowa Fire Department. The priorities of this internship were to evaluate, design, and implement a pre-incident planning program for large commercial and educational structures within this community. Along with creating this program I was able to coordinate a grant application which resulted in the award of GIS software, and funding to send GIS staff to external training and conference.

As a result of this program my internship was extended from a three month summer program through December when I was hired full time by Midwest Ambulance.

**Story County Medical Center, Nevada IA  
to 2005**

**2004**

**Paramedic (Full time 24 on 48 off Schedule)**

- Provide Primary Patient Care on Paramedic level Ambulance
- Conduct medical procedures within the hospital
- Assist with primary patient care in the emergency room
- Work with local first responder agency to ensure ongoing education

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## **EDUCATION**

MPA – Drake University 2014

BA – Grandview University 2005

Paramedic – University of Iowa 2002

## **Honors and Achievements**

Iowa National Guard

Commanders award for public service

Johnston Fire Department

Firefighter of the year 2012

Des Moines Register

"You should get to know John Halbrook" Write up

Boy Scouts of America

Eagle Scout

Civil Air Patrol

Meritorious Service Medal

Life Saving Award

Commanders Commendation (with silver clasp)

Wing Staff Member of the Year Award

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## **Publications/Social Media Presence**

*Emergency Medical Services Magazine*

2004

"Does Caring Mean Transporting"

Iowa DOT Aviation Calendar

2005

*Fire House Magazine* (Web Site)

Photo documentary of Urbandale, IA fire fighter funeral

*Des Moines Register*

Photos of funeral for Clive fire fighter

LinkedIn - <http://www.linkedin.com/in/johnhalbrook>

Facebook - <https://www.facebook.com/john.halbrook.7>

Twitter - <https://twitter.com/isuhawkeye>

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## **References**

Mr. Nick Critelli – (515) 243-3122

[Nick@critellilaw.com](mailto:Nick@critellilaw.com)

Nick is a long time friend and mentor who has provided personal and professional support for several years.

Captain Tim Nemmers – (515) 314-3993

[tnemrod@me.com](mailto:tnemrod@me.com)

Tim is a supervisor on the Johnston Fire Department. He can speak to my work product and program development efforts within the fire department.

Additional references available upon request