



**Marty Kelly**  
Goodhue County Sheriff

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TO: Budget Committee and Goodhue County Commissioners

FROM: Kristine Holst, Financial Manager  
Marty Kelly, Sheriff

DATE: January 9, 2025

RE: Out-of-State Travel Request

We respectfully request the Budget Committee and County Board to approve the out-of-state travel request for 2025.

Emergency Services Captain Chad Steffen has served as an appointed SAFECOM Public Safety At-Large Member since 2018. SAFECOM is an emergency communications program under the U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (US DHS – CISA). Captain Steffen is one of approximately 25 At-Large Members nationally and currently serves as Vice-Chair of the Education & Outreach Committee. SAFECOM works to enhance multijurisdictional and intergovernmental communications interoperability through collaboration with emergency responders and policymakers across all levels of government.

Sheriff Kelly is requesting approval for Captain Steffen to continue attending SAFECOM's bi-annual in-person meetings and related committee meetings. These meetings, which are planned, scheduled, and fully funded by the SAFECOM Program through US DHS CISA, typically last 2-4 days, including travel. Additionally, there is one in-person committee meeting annually, lasting approximately two days. While all travel costs are covered by SAFECOM, Captain Steffen's time commitment is a responsibility of Goodhue County. Total time dedicated to these meetings usually does not exceed 75 hours annually.

This request has been approved over the past four years, and the county continues to see significant value in participating in SAFECOM. Captain Steffen's involvement ensures representation for our region and enhances our understanding and implementation of emergency communications best practices.

We respectfully request the County Board's approval for this out-of-state travel authorization for 2025.

For more information on SAFECOM: <https://www.cisa.gov/safecom>

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