



# Northwest Central Joint Emergency Management System *Board Meeting*



Minutes  
November 16, 2017  
1975 E. Davis St., Arlington Heights, IL 60005

## 1) Call to Order

Mr. Reid Ottesen called the meeting to order.

## 2) Roll Call

Randall Recklaus – Village of Arlington Heights  
Dane Bragg – Village of Buffalo Grove  
Ray Rummel – Village of Elk Grove Village  
Ted Bos – Village of Hoffman Estates  
Sam Trakas – Village of Inverness  
Michael Cassady – Village of Mount Prospect  
Reid Ottesen – Village of Palatine  
Barry Krumstok – City of Rolling Meadows  
Brian Townsend – Village of Schaumburg  
Chris Clark – Village of Streamwood  
Mick Fleming – JEMS  
John Ferraro – NWCDS  
Guests:  
Bob Haas – Village of Inverness  
Scott Andersen – Village of Palatine  
Bill Wagner – Village of Buffalo Grove  
Richard Mikel – Village of Elk Grove Village  
Chuck Walsh – Village of Elk Grove Village

## 3) Public Comment

A. No Public Comment

## 4) Consent Agenda

- A. Approval of the consent agenda, including minutes from September 21, 2017 and the October JEMS financial Statement
- Motioned to approve made by Mr. Bragg
  - Seconded by Mr. Townsend
  - Discussion: Mr. Fleming reported that the State of Illinois issued a reimbursement in the amount of \$869.19 for his time spent in Lake County at the flooding incident. He requested that this be used for office supplies and office furniture to prepare for the intern who will be starting in January.
  - Roll Call Vote to approve with amended financial report:
    - Arlington Heights: Yes



## Northwest Central Joint Emergency Management System *Board Meeting*



- Buffalo Grove: Yes
- Elk Grove Village: Yes
- Hoffman Estates: Yes
- Inverness: Yes
- Mount Prospect: Yes
- Palatine: Yes
- Rolling Meadows: Yes
- Schaumburg: Yes
- Streamwood: Yes

### **5) Joint Emergency Management Coordinator Update**

- A significant revision of the National Incident Management System was released in October. This revision specifically addressed Emergency Operations Centers (EOCs) and how they fit into the system and how the EOC structure interacts with the Incident Command structure. What we have been teaching in our EOC Position Training is consistent with the new document, and many of these things are now included in official guidance documents.
- Training
  - i. EOC Position Trainings were completed at Streamwood and Mt. Prospect. Over 200 people from throughout our system attended the training sessions. The turnout was better than last year, and included a number of finance, logistics and management staff. Thanks to Streamwood and Mt. Prospect for hosting these classes.
  - ii. There was an excellent turnout for the Everbridge training session held at Elk Grove, and there is interest in more of these training sessions. We are looking at potential dates for a class in Hoffman Estates, and will have more in 2018.
  - iii. PIO Training – Mr. Fleming has reached out to John Nebel from DuPage County Office of Homeland Security and Emergency Management (formerly from Schaumburg) to host a Public Information Officer training session. Mr. Nebel is a subject matter expert in this area, and is experienced in teaching it as well. This class will be appropriate for municipal PIOs, as well as PIOs from individual departments, such as Police or Fire. We're looking at first quarter of 2018 to host this class.
  - iv. Mr. Fleming attended the International Association of Emergency Managers conference, and while he was there contacted Mike Martinet, one of the leading Finance trainers in the area of Emergency Management and Disaster Cost Recovery. Mr. Martinet expressed an interest in providing a training session in the Midwest region. Mr. Fleming has been in contact with personnel from McHenry County Emergency Management (who are also very interested in bringing Mr. Martinet to the area) about



## Northwest Central Joint Emergency Management System *Board Meeting*



the possibility of jointly sponsoring this training, which will help in sharing what would likely be a significant cost to bring this training to our region. This topic of Disaster Cost Recovery is extremely important, and is one of the key things in which we all need to be proficient. Mr. Fleming urged all of the municipalities to have their finance staff attend this training. Plans for this training still need to be finalized, but tentatively we're looking at some time in the summer of 2018 to host it.

- v. Red Cross Shelter Training – Still reaching out to the Red Cross to provide this, but due to their real-world commitments we have not been able to set any dates as of yet. More to come.
- Work continues on the various plans and upcoming exercises; details specified in the Update document in the Packet.
- JEMS 2017 Annual Report was completed and distributed with packet from the meeting to provide a snapshot of everything that the JEMS staff has participated in and accomplished throughout the year. It gives an overview of the program to share with the various communities.
- IEMA Director James Joseph has been appointed as the FEMA Region 5 Administrator, and the IEMA Training Director and Grants Administrator have also left for other positions within the State. This will mean that there will soon be significant changes within IEMA in the near future.

## 6) New Business

### A. JEMS Budget Proposal

- Mr. Fleming sent out a revised budget proposal. Only change from last proposal was in the health insurance contribution line item. Mr. Ottesen reported that this is consistent with what was discussed at the last meeting.
  - Motion to approve by Mr. Bragg
  - Second by Mr. Townsend
  - Discussion: Regarding the IEMC grant, and if we receive it how this will affect the various communities (JEMS vs. individual communities). Most of the costs, such as travel and lodging are either covered or are reimbursed. The only out of pocket costs will be meals. Mr. Fleming also reminded the group that this would be part of the 2019 budget if we are selected.
- Roll Call Vote to approve budget:
  - Arlington Heights: Yes
  - Buffalo Grove: Yes
  - Elk Grove Village: Yes
  - Hoffman Estates: Yes
  - Inverness: Yes
  - Mount Prospect: Yes



## Northwest Central Joint Emergency Management System *Board Meeting*



- Palatine: Yes
- Rolling Meadows: Yes
- Schaumburg: Yes
- Streamwood: Yes
- 2018 Budget approved.

### **B. Integrated Emergency Management Course-Community Specific (IEMC) Application**

- Mr. Fleming gave an overview of the IEMC application process, and what the course includes and entails. We are on track to have this submitted in January and would hope to hear back by fall of 2018. If selected, we will probably be looking at second- or third quarter of 2019 to go out to Emmitsburg for the exercise.

### **C. JEMS Open House**

- Mr. Norris from Hoffman Estates had expressed an idea to bring in some elected officials to demonstrate what the JEMS program is all about, and to showcase the program to state legislators. Initial idea was to do this the first week of December. Mr. Ottesen also proposed getting the newspapers on board to show them how the area is preparing for disasters, especially given recent events in the state and throughout the country. Further discussion on how we could demonstrate various cooperative, intergovernmental initiatives, including NWCDS. Date is flexible; we may be able to get a better turnout and better development of the idea by moving this out to Spring of 2018.

## **7) Old Business**

### **A. Municipal Code Recommendations**

- A few of the municipalities have submitted comments on the proposed language, but overall a positive response. Several of the communities are planning to adopt revised amendments in the near future. Board requests that Mr. Fleming report back at the January meeting with an update as to which municipalities have adopted the new language.

### **B. 2018 Work Plan Proposal**

- 2018 Work Plan was submitted at last month's Executive Committee. Only a few minor changes from that plan as submitted, those include:
  - Executive Committee will not meet in June or December
  - Develop an agreement with a local provider for some type of resource to prove the concept of a competitively pre-bid contract to be compliant with FEMA regulations. This could eventually grow to be a joint purchasing organization structured like the Northwest Municipal Conference. Many commodities and services could be included in such a pre-negotiated model; this will give us a model to build on.



## Northwest Central Joint Emergency Management System *Board Meeting*



- Motion to approve by Mr. Rummel
- Second by Mr. Cassidy
- Voice vote; Motion carried.

### **8) Other Business**

#### **A. NextDoor App**

- Mr. Fleming discussed setting up an agency account with NextDoor, a social media application targeting specific areas and neighborhoods. This will give us another avenue to disseminate information to residents.

### **9) Adjournment**

**A.** Motion to enter closed session pursuant to Open Meetings Act ILCS 122c1 for the purpose of appointment, hiring or firing of personnel with no intention to re-open the meeting by Mr. Bragg

**B.** Seconded by Mr. Townsend

**C.** Roll Call Vote

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|----------------------|-----|
| • Arlington Heights: | Yes |
| • Buffalo Grove:     | Yes |
| • Elk Grove Village: | Yes |
| • Hoffman Estates:   | Yes |
| • Inverness:         | Yes |
| • Mount Prospect:    | Yes |
| • Palatine:          | Yes |
| • Rolling Meadows:   | Yes |
| • Schaumburg:        | Yes |
| • Streamwood:        | Yes |

**D.** Meeting adjourned to closed session.