

**Northwest Central
Joint Emergency Management System
Meeting Minutes**



February 15, 2018
714 S. Plum Grove Road, Schaumburg, IL 60193

1) Call to Order

James Norris called the meeting to order at 0900 hours.

2) Roll Call

Village of Arlington Heights: (Absent)
Village of Buffalo Grove: (Absent)
Ray Rummel – Village of Elk Grove Village
James Norris – Village of Hoffman Estates
Mike Hish – Village of Inverness
Brian Lambel – Village of Mount Prospect
Scott Andersen – Village of Palatine
Terry Valentino – City of Rolling Meadows
James Walters – Village of Schaumburg
Village of Streamwood: (Absent)
Mick Fleming – Northwest Central Joint Emergency Management

Also Present: Bill Clark – Village of Schaumburg

3) Public Comment

A. No Public Comment

4) Review of Minutes

- A.** Approval of the minutes from the meeting on October 19, 2017 as presented
- i.** Motioned by: Ray Rummel.
 - ii.** Seconded by: Scott Andersen.
 - iii.** Voice Vote: Motion Carried

5) Joint Emergency Management Coordinator Update

A. Mr. Fleming introduced Brandon Buchanan, the JEMS Intern who started the second week in January and who will be with the program through April.

B. Training

- i.** Red Cross Shelter Training: Mr. Fleming has continued to stay in contact with the Red Cross and is getting close to having scheduled dates (hopefully in April) for the training. He will pass that information to each community's coordinator once the date has been finalized. This class is intended for any personnel who will be setting up and/or staffing shelters.
- ii.** PIO Training: John Nebel from DuPage County has confirmed he will be able to provide this training. He and his co-trainer are determining the dates that will work, and this information will also be sent out as soon as the date is finalized.
- iii.** Finance Training: Mr. Fleming is working with McHenry County and NIEMC to co-host this training for finance staff, which will be presented

**Northwest Central
Joint Emergency Management System
Meeting Minutes**



by one of the nation's foremost authorities on disaster cost accounting and recovery. Right now they are trying to figure out how to split the costs and seat allotment for the class. He would like to see as many of the finance staff as possible from our communities be able to take part in this class.

- iv. ICS 300 & 400: There wasn't a big desire for these classes at last year's TEPW, but recently some requests have been made to bring the classes in. Mr. Fleming is researching some options for instructors to be able to provide the training free of charge for our communities. Some discussion on different groups that provide instructors.
- v. Weather Spotter: The National Weather Service is allowing a small number of outside personnel to attend a "train the trainer" session for Weather Spotter, after which they will be able to provide that training. Mr. Fleming will be attending the "train the trainer" session and will afterwards schedule several Weather Spotter classes in our communities.

C. Plans:

- i. Emergency Operations Plans
Arlington Heights and Elk Grove Village are the current focus of efforts regarding EOPs. Later in the year this will shift to Palatine and Hoffman Estates, both of whom will be due to submit revisions.
- ii. Continuity of Operations Plans
Nearly all of them are wrapped up. With the exception of Schaumburg, they should all be finished in the next few weeks. Schaumburg is ready to start the process and will be moving ahead soon.

D. Exercises:

- i. Arlington Heights completed for a Table Top Exercise in December.
- ii. Buffalo Grove completed an EOC Orientation seminar in January.
- iii. Elk Grove Village did an EOC Table Top Exercise earlier this week.
- iv. Hoffman Estates conducted an EOC Table Top Exercise in January.
- v. Palatine did a Functional EOC Exercise last month.
- vi. We would like to do at least one exercise in each community throughout the year. The recent winter storms have given us an excellent opportunity to practice some aspects of our plans, and as we get into warmer months, we plan to do some more severe weather and active shooter scenario exercises. Streamwood, Rolling Meadows and Mount Prospect are all looking at finalizing dates for their exercises in the next few months.
- vii. A group of the coordinators will be participating the Cook County weather watcher table top exercise at the County facility.
- viii. During one of the winter storms, we took advantage of the opportunity to conduct a drill to practice coordinating situation reporting from our communities. We had a good response from the communities, which helps us practice the process and communicate the results back to the communities.

**Northwest Central
Joint Emergency Management System
Meeting Minutes**



- ix. Discussion on After-Action Reports and Improvement Plans, specifically on how much input is required from the communities. Mr. Fleming explained how the process works, particularly in the improvement planning process. In order to accurately complete and properly submit these, he needs to know which individual is responsible for completing the action items, and a target date for completion.

E. Miscellaneous Items:

- i. Discussion on developing a joint, common Resource List for commonly required assets that is available for all of the communities to use as required. This discussion continued into New Business.

6) New Business

A. NIMS Implementation

FEMA released the new NIMS in October of 2017. One feature of the new document is that it provides a lot more focus on EOC activities than previous editions. In conjunction with this release, FEMA is updating their guidance on implementing the new NIMS standards. In order to work toward compliance with the new standards, we have begun to work toward putting together a system that allows a more comprehensive, up to date, resource inventory that includes a resource-typing standard and a list of those typed resources, in a format that is available to and accessible by all of the communities. Our goal is to determine how to best create a database of shareable, deployable resources. This includes both personnel and physical assets. We've been looking at FEMA's IRIS (Incident Resource Inventory System) as well as some other systems available from third-party vendors. We would like to determine which system best fits our needs by the end of this year, and begin to implement the system in 2019. Discussion on resource typing and how this applies to our situation, as well as how to implement such a system.

B. Finance / Cost Recovery Class

As mentioned in the Training section of the JEMS Coordinator report, we have been in contact with a trainer to bring a 2-day course to the area. The quoted cost is approx. \$25,000 for the class. We are looking to share this cost with McHenry County and NIEMC, and jointly sponsor the course. Discussion on the value of the course and its content, and other potential sources of funding for the course.

C. EOC Setup Videos

An item in our work plan is to produce setup videos for each community's EOC. Several communities are already working on this project, so that there is systematic guidance in how to physically set up and activate the room in the event of an incident. Discussion on some potential uses of such a video.

D. Storm Ready Applications

Rolling Meadows' review is scheduled for next month; we anticipate it will pass. Palatine is the only other community that has the designation. The new warning

**Northwest Central
Joint Emergency Management System
Meeting Minutes**



siren policy and the Severe Weather Annex are key parts of this, as well as the spotter training that we will soon be able to provide. If communities are interested in obtaining this designation, it should be an easy process to follow through with now that the main pieces are in place. Discussion on the benefits of having such a designation.

E. 2018 Training and Exercise Plan

The plan was included with the packet for this month's meeting. The plan outlines training requirements for personnel filling various roles in an EOC or ICS organization, and includes a master training calendar. This plan looks at a 2-year period; ideally it should be a 3-5 year plan to be better able to anticipate needs and plan for upcoming training. Mr. Fleming is hoping for better attendance from various departments from all communities, along with representatives from outside agencies (schools, health care, private sector, etc.) at the next workshop in the fall. He discussed how the plan works and it helps to align training and exercises with identified priorities of the various communities. This also helps with NIMS compliance.

7) Old Business

A. IEMC Application

Our application has been approved by IEMA and forwarded on to FEMA Region 5. We expect to hear something back from FEMA in May or June, with the course to take place in 2019. Mr. Fleming feels we have a strong application, and have a good chance of being selected.

B. Volunteer Coordinator Workshop

The coordinators have been comparing insurance policies and coverage; initial impression is that coverage may be better than we thought. Next step is to look at policies across the communities, and have the lawyer look at it and see if there are any gaps we need to fill in coverage.

C. ESDA Rule Changes

IESMA and IEMA have met and discussed how the proposed rule changes will affect communities. Our regional representatives have brought our concerns forward, and some changes have been proposed from the original language that will work much better for us. This includes some changes in EOP structure, lead time for exercise approval, training requirements, and so on. Mr. Fleming anticipates that this should go to JCARS sometime in March.

D. Legislative Outreach

Spring recess might not be the best time for this due to elections. Suggestion to have the event at one of the EOCs, to showcase the program and its benefits. Mr. Fleming reported that he was contacted by the Lieutenant Governor's office, and they are very interested and wanted a summary of information. They would like to come out and see the program and recognize the program as a model for shared services. This kind of recognition goes hand in hand with the legislative outreach

**Northwest Central
Joint Emergency Management System
Meeting Minutes**



to demonstrate how this program is a best practice for shared services and responsible government.

E. IESMA Position

Mr. Fleming reported that he would like to run for the open Secretary position at IESMA. This position would require that he be a delegate (primary emergency management representative) from a community. He asked if Inverness would allow him to represent them to the group; and if the Board would give him permission, as his employer, to accept the position. All agreed this would be a good idea and granted the permission.

Adjournment

- A.** Motion to adjourn the meeting by Brian Lambel.
- B.** Seconded by Terry Valentino.
- C.** Voice Vote: Motion Carried.