

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



April 19, 2018  
1700 W. Central Rd, Mount Prospect, IL 60056

**1) Call to Order**

Reid Ottesen called the meeting to order at 0900 hours.

**2) Roll Call**

Village of Arlington Heights: (Absent)  
Mike Baker – Village of Buffalo Grove  
Ray Rummel – Village of Elk Grove Village  
Richard Mikel – Village of Elk Grove Village  
James Norris – Village of Hoffman Estates  
Village of Inverness: (Absent)  
Brian Lambel – Village of Mount Prospect  
Reid Ottesen – Village of Palatine  
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: John Ferraro – Northwest Central Dispatch System

**3) Public Comment**

**A.** No Public Comment

**4) Review of Minutes**

**A.** Approval of the minutes from the meeting on February 15, 2018 as presented  
**i.** Motion by:.  
**ii.** Seconded by:.  
**iii.** Voice Vote: Motion Carried

**5) Joint Emergency Management Coordinator Update**

**A.** Exercises

**i.** Started the year off with a number of exercises and seminars in the first few months. Planning to continue this in the next couple months.  
**ii.** Mount Prospect: planning an exercise in the next month or two.  
**iii.** Rolling Meadows: planning an exercise in the next month or two.  
**iv.** Streamwood: working with their group to get some kind of an exercise done as they are somewhat apprehensive having not done one before.

**B.** Training

**i.** Training classes will be the main focus in the second quarter.

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- ii. Weather Spotter: Mr. Fleming has presented 3 of these classes so far, and has another one coming up this afternoon. This will bring us to over 200 attendees, with many of them being volunteers.
- iii. Red Cross Shelter Training: Mr. Fleming has scheduled the Red Cross to provide this training on May 5 in Palatine, and is also a very good training opportunity for volunteers. This class is intended for any personnel who will be setting up and/or staffing shelters, as the Red Cross will typically not have the staffing to set up and run shelters in the communities.
- iv. PIO Training: John Nebel from DuPage County has confirmed he will provide this training on May 30 in Elk Grove Village. This class is appropriate for any PIO in any government department or organization. DuPage County will also be opening this up to some of their PIOs, and we've also sent out an invitation to local school districts and hospitals. We have 50 seats reserved, and 37 of those are currently filled.

**C. Plans:**

- i. Continuity of Operations Plans  
Finishing up the COOPs, most are just final reviews. Schaumburg is beginning the process, and several departments are done. Only need to meet with the Fire Department in Mount Prospect and they will be done. JEMS staff will be developing a bulletin to accomplish annual training and review of the plan for each community.
- ii. Emergency Operations Plans  
Arlington Heights and Elk Grove Village are the current focus of efforts regarding EOPs; major work in revising these plans to the new format is complete. Next step is to meet with the various departments for their input. Later in the year this will shift to Palatine and Hoffman Estates, both of whom will be due to submit revisions. Some of the requirements for these plans will be dependent on the revisions to the state Administrative Code that are due out next week. Once all of the major plan revisions have been completed, we'll get into a cycle of updates.
- iii. Other required plans that will be developed or revised and sent out to the communities for adoption will include the Training and Exercise Plan and the Regional Mass Notification Plan. The new Administrative Code update will probably also require a Continuity of Operations Plan and a Recovery Plan. We plan to begin work on that this year and will coordinate with the EM Liaison group, with the intent of getting those ready for adoption in 2019-2020.

**D. Miscellaneous Items:**

- i. Discussion on updating the various communities' Municipal Code adoptions to ensure that they are up to date with current Emergency Management practices within each of the communities.

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- ii. Upcoming exercise we will be involved in include:
  - 1. Active Shooter exercise at ABMC
  - 2. Active Threat tabletop exercise at Arthur J. Gallagher in Rolling Meadows.
  - 3. District 214 evacuation full-scale exercise; this seems to be getting pushed further and further back.
  - 4. Discussion on Rescue Task Force / Active Shooter training and exercises.
  - 5. Chem Pack full-scale exercise in 2019.
  - 6. Summer festival Tabletop or functional exercise.
  - 7. Exercises with Buffalo Grove in preparation for LPGA tournament in Long Grove.

**6) New Business**

**A. NIMS Implementation**

Mr. Fleming has met with Ira, the IT coordinator from NWCDS and with the IT personnel from each of the communities to determine how we can best put together a method for hosting a regional resource inventory database. The IT group provided valuable input, and we're looking at an Amazon hosted server with specific security features. The database itself will be a central repository of information about both physical assets (vehicles, equipment, etc.) and personnel that could be of value within a community or potentially deployed to other communities in emergency or disaster situations. Significant discussion on how this will be put together and maintained. Once a working model has been developed Mr. Fleming will demonstrate the system to this group and a plan for implementation will be developed.

**7) Old Business**

**A. IEMC Application**

FEMA panel is convening now, and we should know by the second week of May whether we will be selected for this course.

**B. Volunteer Coordinator Workshop**

Need to touch base with the attorney (John Kelly) to get his opinion on insurance coverage and whether the IEMS agreement allows volunteers to work in other communities or whether a separate MOU would be required.

**C. Storm Ready Applications**

Rolling Meadows' review was held on Tuesday for Rolling Meadows. They toured the Rolling Meadows EOC and reviewed their EOP and ensured all tech equipment was in place and that everything worked as described. They also toured NWCDS to ensure they had the proper capabilities, and the community has been granted Storm Ready status. There will be a formal presentation in the future. Next step is to try to get the remaining communities to the same point; hopefully we will be able to get all of those municipalities' plans updated and

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schedule tours of their EOCs. Hopefully, we will be able to coordinate the process and get the tours all completed in one day.

**D. Finance / Cost Recovery Class**

Still working with McHenry County to finalize dates. Should be able to get the dates finalized next week when Mr. Fleming meets with the McHenry coordinator at the IESMA conference. Hopefully we'll be able to come up with a location in our area to set this up; Harper College and NIU Hoffman Estates were discussed as potential venues.

**E. EOC Setup Videos**

Working on a script with Rolling Meadows, and Elk Grove Village has finished shooting video clips and is working on editing and voiceover. Arlington Heights is finished with their video. Trying to push the remaining communities to get work started on this project. Final goal is to get both a manual and a video to demonstrate to personnel how to set up their EOC.

**F. IESMA Position**

Discussion on Mr. Fleming applying for a Board position with IESMA, and how this can raise visibility and credibility for the JEMS program.

**Adjournment**

- A.** Motion to adjourn the meeting by. Ray Rummel
- B.** Seconded by. Reid Ottesen
- C.** Voice Vote: Motion Carried.