

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



Minutes
January 18, 2018
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
Patrick Fortunato – 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
Jim Lamkin – Village of Schaumburg
Chris Clark – Village of Streamwood
Mick Fleming – JEMS
Guests:
Brian Lambel – Village of Mt. Prospect
Scott Andersen – Village of Palatine

3) Public Comment

A. No Public Comment

4) Consent Agenda

A. Approval of the consent agenda, including minutes from November 16, 2017 and the December JEMS financial Statement

- Motioned to approve made by Mr. Rummel
- Seconded by Mr. Krumstok
- Roll Call Vote to approve:
 - 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

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5) Joint Emergency Management Coordinator Update

- Brandon Buchanan, a Western Illinois University student, will be joining us as an intern beginning on January 22. He will be working in the JEMS office through April of 2018. He will be helping out with continuity planning for Schaumburg
- Training
 - i. We are working on co-hosting a finance staff training session with McHenry County EMA and NIEMC. This training will be conducted by a subject matter expert from California who is recognized as one of the foremost authorities in the financial aspects of disaster management. Partnering with these organizations will allow us to host this speaker at a reasonable cost.
 - ii. Additional training details in the meeting package document.
- Planning
 - i. Biggest issue at the moment is revision of the Arlington Heights EOP, as well as Elk Grove Village's EOP. Following those, we will be working on Palatine's and Hoffman Estates' EOPs.
- Exercises
 - i. Completed a tabletop exercise with Arlington Heights in December.
 - ii. Palatine completed a functional exercise last week.
 - iii. Buffalo Grove will be doing an exercise next week, and Hoffman Estates later this month.
 - iv. Elk Grove Village is scheduled for an exercise next month.
 - v. Beyond that, exercises are in the planning state for Mount Prospect, Schaumburg and Streamwood during the first quarter of the year. Goal is to have two tabletop exercises per year for each community, with a minimum of one exercise.
 - vi. Mr. Ottesen discussed Palatine's most recent exercise in which the secondary (backup) EOC staff ran the incident. He reported that he had received excellent feedback from those attending, and that additional personnel had expressed interest in being a part of the exercises, even if only in an observational role. Mr. Fleming also noted that having outside evaluators from other communities was quite valuable, and reminded everyone that the most important attribute of those staffing the EOC is the proper skill set and not necessarily their normal job title or role. Chief Andersen further noted that as Palatine has gotten additional experience with these exercises, the section leaders have grown into and taken ownership of their roles and have become less dependent on Emergency Management staff for direction.

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6) New Business

A. JEMS Budget Modification

- Mr. Fleming sent out a request to modify the 2017 and 2018 budgets to accommodate a late delivery of a new plotter by H-P. Original modification request was to transfer \$6,085.00 from the 2017 budget to the 2018; this has been amended to \$5,300.00 to reflect the actual cost of the plotter.
 - Motion to approve by Mr. Trakas
 - Second by Mr. Cassady
- Roll Call Vote to approve budget:
 - 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
- Motion approved.

B. Volunteer Coordinators Workshop

- Mr. Fleming reported on the workshop held on December 19, 2017 to which all the volunteer coordinators from all of the different areas (EMA, Medical Reserve Corps, CERT, etc.) were invited to discuss areas of common concern, including the status of their programs, volunteer recruitment and retention, training and exercises, existing challenges and areas for integration. One area that dominated the discussion was issue of the lack of insurance coverage when members leave their home municipality. This includes training, exercises and real-world deployments. Some discussion on options for overcoming this issue; direction to have agency attorney to take a look at the agreements in place to see if there is a mechanism for coverage. Other suggestions included exploring additional riders on each municipality's policy to cover out of jurisdiction activities.
- Group felt this was a valuable forum, and would like to keep meeting on a regular basis, possibly quarterly, to continue to explore these issues on a regional basis. Board members agreed with the value and reiterated their support for such cooperative ventures.

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7) Old Business

A. Municipal Code Recommendations

- Palatine and Inverness have submitted their code revisions; Mr. Fleming does not know if other communities have made those revisions. As communities update their codes, please forward copies of the revision to Mr. Fleming so he has necessary documentation.

8) Other Business

A. Pre-Negotiated Contracts

- Mr. Fleming met with Therma-Flow, a company that provides generators and HVAC services. He would like to pursue a pre-bid contract as a proof-of-concept for this type of service, on a local level, to be available in the event of a disaster. Some discussion on other options, such as the Northwest Municipal Conference.

9) Adjournment

- A.** Motion to adjourn by Mr. Krumstok
- B.** Seconded by Mr. Rummel
- C.** Motion carried, meeting adjourned.