

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



Minutes
March 22, 2018
1975 E. Davis St., Arlington Heights, IL 60005

1) Call to Order

Mr. Reid Ottesen called the meeting to order.

2) Roll Call

Ken Koeppen – Village of Arlington Heights
Dane Bragg – Village of Buffalo Grove
Ray Rummel – Village of Elk Grove Village
James Norris – Village of Hoffman Estates
Sam Trakas – Village of Inverness
Michael Cassady – Village of Mount Prospect
Reid Ottesen – Village of Palatine
Terry Valentino – City of Rolling Meadows
Brian Townsend – Village of Schaumburg
Sharon Caddigan – Village of Streamwood
Mick Fleming – JEMS
John Ferraro - NWCDS
Guests:
Richard Mikel – Village of Elk Grove Village
Scott Andersen – Village of Palatine

3) Public Comment

A. No Public Comment

4) Minutes

- A. Approval of the minutes from the January 18, 2018 meeting.
- Motion to approve made by Ms. Caddigan
 - Seconded by Mr. Rummel
 - Approved by voice vote.

5) Financial Summary

- A. Approval of the February 2018 JEMS Financial Summary.
- Motion to approve by Mr. Rummel
 - Seconded by Ms. Caddigan
 - Approved by voice vote.

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6) Joint Emergency Management Coordinator Update

- We are continuing to work on plans, and concentrating on plans that are either up for review or nearing completion. Another item that we have been working to finish is the Regional Mass Notification Plan. This is similar to what other communities have adopted to provide ground rules for using the Everbridge platform, and we will also be able to use it as an annex to our Emergency Operations Plans (EOPs).
- The Everbridge system was used in February regarding a missing child; this message was sent to a large population in the JEMS area. We also used our Nextdoor account to explain the purpose of the system, how it works, and the opt-in process. The Nextdoor account was also used in February to disseminate information regarding anticipated severe winter storms.
- Arlington Heights and Elk Grove Village opened their EOCs at a partial level in anticipation for predicted severe winter storms. Good idea to take advantage of such situations to open the EOC; we also used this as an opportunity to practice calling down to each municipality for a status update, and to disseminate the information to the EM Liaisons for situational awareness.
- Exercises: We've worked on After Action Reports for several exercises from a number of communities. Some of the municipalities are getting ready to move toward functional and higher-stress exercises, others are still working on tabletops. This is expected, as the various communities are progressing at different rates.
- Mr. Fleming went to Iroquois County earlier in March on a mutual aid request to assist with damage assessment for their flooding.
- Training
 - i. Weather Spotter training is set up for Hoffman Estates next week, and we're also looking to schedule additional dates in Elk Grove. Mr. Fleming is now a recognized trainer for this program and therefore JEMS can now present the program. Having trained spotters is a key to receiving the Storm Ready designation from the National Weather Service. We are currently working on obtaining this designation for Rolling Meadows; once we get it approved for one community, it should be fairly easy for additional communities to obtain it as well. (Palatine already has the designation, but will need to renew it next year.)
 - ii. Everbridge training is also in the works. Hoffman Estates was looking to set something up; we will be working on scheduling this.
 - iii. Red Cross shelter training is scheduled. It will be a one-day training session on May 5. An invitation has already been sent out to volunteer groups for anyone who would be involved with the setting up or staffing a shelter. There has already been a significant response to the invitation. Most likely this will be held in Palatine.

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- iv. We are also putting together a Public Information Officer (PIO) class, to be taught by John Nebel from DuPage County OEM. Trying to get the date set very soon; looking to do the class in late May.
- v. We are continuing to coordinate with McHenry County EMA on hosting the Finance training. We were originally looking to partner with McHenry County and NIEMC; however we have not heard back from NIEMC and want to keep moving forward with this. Looking to pick up approx. 60% of the cost on this so we can have more seats in the class, and host the class in our area. 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
- Planning: Continuing to work on revision of the Arlington Heights and Elk Grove Village EOPs. Following those, we will be working on Palatine's and Hoffman Estates' EOPs.
- Exercises: Looking at Mt. Prospect, Rolling Meadows and Streamwood to set dates. Otherwise, we have either completed or scheduled some type of exercise for each of the communities. We have had good exercise participation in the first quarter.

7) New Business

A. NIMS Implementation Guidelines

- The new NIMS guidelines include an implementation objective regarding maintaining a resource inventory program. There are some programs, such as within IPWMAN and MABAS that partially do this, but nothing in place that tracks resources across entities. We're looking at FEMA's IRIS (Incident Resource Inventory System) as one option for this; there are also some other commercially available systems available as well. There will be a significant IT piece to this system, and then a lot of data entry and resource management. To make this system work, it will take a significant effort from all involved to get this in place and operating properly. Discussion on how to implement this type of system, and what kind of timeline would be appropriate. Suggestion to have a proposed "go-live" date by the May meeting. First step will be to coordinate with the IT staffs; Mr. Ferraro offered to invite Mr. Fleming to a NWCDS IT Liaison group meeting to be able more efficiently meet with those involved.

B. Storm Ready Applications

- Already discussed previously under training. Will be working with the National Weather Service to schedule a site visit to Rolling Meadows to finish the process for them.

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8) Old Business

A. Integrated Emergency Management Course (IEMC) Application:

- Our application has been received and approved by IEMA and FEMA Region V, and is being forwarded on to FEMA Headquarters. Hopefully we will be hearing back on our application by summer.

B. Volunteer Coordinators Workshop

- We have received some partial documentation from a few municipalities regarding volunteer insurance coverage. With a few exceptions, there appears to be some confusion across the board regarding the levels of coverage. Mr. Ottesen reported on a conversation he and Chief Andersen had with their insurance consultant; he was able to clarify the coverage levels. Discussion on insurance protection for volunteers, and how to determine what that protection level is. Further discussion on how much of a JEMS issue vs. local issue this is, and the roles of JEMS and the individual municipalities.

C. ESDA Rule Change

- The IESMA working group submitted a very good draft; this was included in the document sent to JCARS for final approval. The language we wanted is in the final document, so it should be good for our program.

D. 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.

9) Other Business

A. MOU

- Mr. Fleming reported that Hoffman Estates is developing a very good MOU with their Park District (similar to St. Charles) regarding finances and reimbursement in the event of a declared disaster. If other municipalities are interested, this would be a good model to consider. Some discussion on language for such agreements.

10) Adjournment

A. Motion to adjourn by Mr. Ottesen

B. Seconded by Mr. Norris

C. Motion carried, meeting adjourned.