

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



Minutes
May 17, 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
Mike Baker – Village of Buffalo Grove
Ted Bos – Village of Hoffman Estates
Sam Trakas – Village of Inverness
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

3) Public Comment

A. No Public Comment

4) Minutes

A. Approval of the minutes from the March 22, 2018 meeting.
• Quorum not present for a vote.

5) Financial Summary

A. Approval of the April 2018 JEMS Financial Summary.
• Quorum not present for a vote.

6) Joint Emergency Management Coordinator Update

- Coordinator Fleming discussed the success of the Storm Spotter training. Noted that they would be wrapping up any remaining trainings as we start to move into the busier summer months. He also noted that there would be a PIO training in Elk Grove Village at the end of the month and that the finance training was still in the works for the fall.
- Exercises: We still have a handful of communities that we need to exercise. We will focus on hosting those exercises in the fall. On an unfortunate note, we will not be able to complete our exercise with D214, as they want to take more time to develop their internal capacity.

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- Festivals: Some communities have started to invite us to their fest planning. We are always happy to help.
- Volunteer Shelter training was a success at the Village of Palatine even though the courses was held on 5 May, which was also a Saturday. The goal is to reconvene the group of volunteer coordinators for a meeting in the early fall and start to develop an annual calendar for various volunteer trainings.
- Coordinator Fleming discussed the IESMA training summit. In his role with the association, he participated in a joint exercise between IEMA and IESMA. Additionally Mr. Fleming received an award for the efforts that JEMS has undertaken.
- Planning: Plans are in various states and can be viewed in the packet. The current focus is the Elk Grove EOP and developing the Schaumburg COOP. Once completed we will have to look at the Palatine and Hoffman EOPs.

7) New Business

8) Old Business

A. IEMC Application 2019

- We are awaiting the agreement package from FEMA. The exercise will be held in our area rather than at the EMI site in Emmitsburg, Maryland. There will be logistic challenges to this setup but we will deal with them as we discuss the exercise development with the FEMA staff assigned to us. In preparation for the upcoming exercise, we are stressing the need to complete an exercise in each community. In addition, a list of those who should attend the four-day exercise was attached to the packet. It will be essential that all attendees plan to be there for all four days.

B. NIMS Implementation Guidelines

- We met with the IT representatives for the CAD selection committee. Their major concern was with the security certificate. We successfully implemented the application on a hosted web server. We have a few steps to take in order to make the website and server more accessible while also being secure. We are planning to demonstrate the tool at the next EM liaison meeting.

C. ESDA Rule Change

- The administrative rule change from the state has gone to the Joint Committee on Administrative Rules. There are some substantial changes to the rule that will have impacts to each of our municipalities. We will continue to update as the rule makes its way through the committee.

D. Volunteer Coordinator Workshop

- The training for volunteers in Palatine was a good first start to our joint volunteer organization training. We have also resolved most of the

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questions regarding the sharing of volunteer assets and ensuring their liability coverage. We will attempt at getting the volunteer group back together for the fall.

E. Municipal Code Revisions

- Just a reminder to let us know where everyone is on their municipal code revisions.

9) Adjournment

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