

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



Minutes
July 19, 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
Bill Wagner – Village of Buffalo Grove
Ray Rummel – 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
Barry Krumstok – City of Rolling Meadows
Brian Townsend – Village of Schaumburg
Sharon Caddigan – Village of Streamwood
Mick Fleming – JEMS
Ken Koeppen – Village of Arlington Heights

3) Public Comment

A. No Public Comment

4) Minutes

- A. Approval of the minutes from the March 22, 2018 and May 17, 2018 meetings.
- Motion by Mr. Krumstok
 - Second by Ms. Caddigan
 - Motion carried by voice vote.

5) Financial Summary

- A. Approval of the June 2018 JEMS Financial Summary.
- Approved with no questions or corrections.

6) Joint Emergency Management Coordinator Update

- Planning: Coordinator Fleming discussed EOPs; currently the major push is to complete Hoffman Estates' and Palatine's plans to submit to IEMA. He would like to have an opportunity to talk to department heads in each community to explain what the plan is and what each department is responsible for, as well as to explain some of the recent changes we have implemented in our plan templates, along with changes in plans required by IEMA.

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- Festivals: Many of the communities hosted festivals in the summer, and JEMS assisted in developing, revising or commenting on a number of IAPs for those events. Mr. Fleming also had the opportunity to attend a few events in Elk Grove Village and provide public education on the Everbridge notification system and signed up a number of residents for the system.
- Exercises: Rolling Meadows held a tabletop exercise discussing severe weather events. We would still like to see each community hold at least one, if not two, exercises of some kind each year. Mount Prospect is looking to hold an exercise once their EOP revision is complete, and we'd also like to work with Streamwood on an exercise this fall once their COOP is wrapped up. We're also working with Inverness on updating the materials in their EOC at Palatine Rural's fire station, with the intent of hosting an exercise before the end of the year once their EOP revision is complete.
- Visit from the Governor: The Governor's office has selected us to host the shared services recognition event. We've been working through the logistics of the visit, which will be at the Hoffman Estates Police Department on July 31 at 11:00 a.m.
- Rolling Summary Report: Several months ago, there was a request for an overall mechanism to consolidate the recommendations made in our after-action reports. We evaluated those reports and put together a "Rolling Summary Report", a document used as part of the Homeland Security Exercise and Evaluation Program. This report consolidates the action items identified in the various improvement plans and gives a big-picture overview of our exercises and capabilities that were tested, and of the areas that we need to improve and how we are progressing in making those improvements. This report will be updated periodically to track our progress; initially we anticipate this will be an annual process, and will probably coincide with our annual report. Please forward any comments or suggestions as to how we can make this report more useful.
- Training: Coordinator Fleming referred to the list of training events on the update. We've continued to deliver Weather Spotter training courses, and have delivered them at each of the hospitals in the area (Northwest Community, St. Alexius and Alexian Brothers). There have been requests for follow-up courses; we'll work on those as time allows. We are looking at a week in October to host the big Finance course. We have received the proposal from the trainer, and are working on finalizing the details of the class. Mr. Fleming reiterated the importance of this training, primarily for Finance department staff, but also for anyone involved in Emergency Management.
- The IDPH Region IX Healthcare Coalition asked Mr. Fleming if he would be willing to serve on their Executive Board as the Emergency Management representative. This board makes a lot of decisions that directly impact our communities, including our fire and police personnel. There is not a large time commitment to this board. Mr. Fleming asked if there were any concerns about his presence on this board; none were raised and he will serve.

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7) New Business

A. IEMC 2019

- We have been sent an acceptance package from FEMA for signatures. Mr. Fleming gave an overview of the course, and explained the process of exercise development, and that there will need to be a committee made up of personnel from various disciplines to put this together. The exercise will be held on June 17-20, 2019 and will involve a combination of classroom instruction, tabletop exercises, and a full-scale exercise involving multiple EOC activations. Mr. Ottesen requested that if any of the board members has someone in their organizations who has a passion for this kind of thing to please pass their name along to Mr. Fleming.

B. Resource Management Tool

- We have worked out the technical side of the IRIS (Incident Response Inventory System) database, and will be looking for representatives from the various departments to begin data entry. This system will be an inventory of equipment and personnel available in each community, and will eventually also be able to track vendors, contractors and so on. Each community will have its own section that its personnel can maintain, and each will be able to search for and see the other communities' resources as well. Some of our resources have already been typed through mutual aid agreements (such as MABAS or IPWMAN), and others have not. We anticipate that categorizing personnel will be a much bigger challenge than equipment, but it will give us capability of finding people with particular skills (finance, planning, etc.) that can be put to use in an EOC if we don't have anyone available to fill a specific role.

C. 2019 Budget Draft

- Mr. Ottesen reported that Coordinator Fleming put together a budget draft with a \$595 increase in subscription fees for 2019. He further stated that since the budget is very straightforward, he requested Mr. Fleming to develop this draft for presentation instead of putting together a budget committee. After getting feedback, he will formalize it and present it for the approval process at the September meeting for adoption in November. Coordinator Fleming gave an overview of the budget and explanations of the rationale behind some of the numbers. Mr. Ottesen also gave an overview of the salary process. Discussion on the budget, including the potential of additional communities joining the system.

D. 2019 Annual Work Plan Draft

- Coordinator Fleming reviewed some of the highlights of the proposed work plan, including developing EOC activation videos, developing a recovery plan template to be compliant with the upcoming IEMA 301 rule change, Storm Ready Community reviews, and implementing the

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Resource Management Tool. Other items are continuations from previous years.

8) Old Business

A. Municipal Code Revisions

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

B. Administrative Code Revision

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9) Adjournment

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