



# Northwest Central Joint Emergency Management System *Executive Committee*



## Minutes

June 16, 2016

1975 E. Davis St., Arlington Heights, IL 60005

### 1) Call to Order

Reid Ottesen called the meeting to order at hours 0815.

### 2) Roll Call

Ken Koeppen – Village of Arlington Heights  
Mike Baker – Village of Buffalo Grove  
Ray Rummel – Village of Elk Grove Village  
Richard Mikel – Village of Elk Grove Village  
Jim Norris – Village of Hoffman Estates  
Mike Hish – Village of Inverness  
Brian Lambel – Village of Mount Prospect  
Reid Ottesen – Village of Palatine  
Scott Andersen – Village of Palatine  
Dave Schumann – Village of Schaumburg  
Chris Clark – Village of Streamwood  
Mick Fleming – Northwest Central Joint Emergency Management

### 3) Public Comment

A. No Public Comment

### 4) Review of Minutes

- A. Approval of the minutes from March 1st, 2016 as presented
- i. Motioned by Mr. Ray Rummel
  - ii. Seconded by Mr. Jim Norris
  - iii. Voice Vote: Motion Carried

### 5) Joint Emergency Management Coordinator Update

- A. Mr. Fleming provided an update on the progress of IEMMA agreements for the JEMS member communities. At this point Elk Grove, Inverness, and Buffalo Grove are still working on their resolutions to be adopted by their board.
- B. COOP planning is still in progress for some of the original communities with many of the remaining departments on the calendar. The second round of continuity planning beginning with Arlington Heights.
- C. The training and exercise plan is ready to be sent out to the Executive Committee. This plan will be a baseline template for how communities will advance toward training and incorporate NIMS compliance into all aspects of the EOC and the emergency management organization as a whole.
- D. Mr. Fleming provided a recap of the training and exercise planning workshop which was hosted by the Village of Schaumburg. The workshop was well attended by representatives for 8 out the 10 member communities. The goal of the workshop was to outline the goals and objectives of the member communities as it related to training and exercises over the course of the next three years. A



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discussion took place as to how the training calendar might be displayed. At this point it will be attached to the training plan as it is sent out for review.

- E. Finally, Mr. Fleming explained that he was made aware of a planning effort by Cook County to plan for emergencies with churches. At these meetings church administrators were walked through the process of developing an EOP. In the end of the planning meetings church leaders were encouraged to reach out to their local law and fire agencies. As a result of being at the meeting a number of relationships were developed. It was noted that the last minute nature of the meeting invitation and the lack of communication on this initiative from the county created hurdles to properly connecting with the faith based organizations which participated.

### **6) New Business**

#### **A. NIMS Compliance Tracking**

- i. NIMS compliance is requirement for all federal preparedness grant recipients and anyone interested in applying for federal mitigation assistance. NIMS compliance is defined as an assessment of training and a checklist of actions that communities should take to incorporate the National Incident Management System into their functions. Typically, training is tracked internally through either an excel spreadsheet or an out of the box training tracker and only submitted to the State of Illinois or FEMA when requested. Everyone has had different levels of NIMS adoption and is tracking their trained employees differently. The goal of Training Plan is to standardize who gets what level of training. One outstanding discussion to be had by the Executive committee is how NIMS compliance tracking and annual submission will be handled in the future. Mr. Fleming is willing to assist in the tracking and submission process. At this point the member communities will evaluate how they would like to proceed with how their NIMS documentation is tracked.

#### **B. EOC Position Training**

- i. Based on the Training and Exercise Planning Workshop feedback we will be trying to hold. The trainings consist of Introduction to EOC, Management, Operations, Planning & Intelligence, Logistics, and Finance. Each position training is going to take 3-4 hours to conduct. Ideally these will be held jointly so that group activities and discussion are fruitful. September, October, and November are the months I would like to host the courses. Hoffman Estates and Schaumburg have offered to host one or all of the courses in their facilities. The training documents will be sent out to each community for review. Once we get feedback we will schedule the trainings and work on invites to the proper stakeholders.

#### **C. EOC Team Meetings**

- i. Many of the EOC teams are composed of department heads and individuals whom have emergency management responsibilities. A



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handful of communities hold monthly emergency operations center team meetings. Hosting team meetings is an important way to keep emergency management discussions relevant. A goal early on was to start to get communities to the point where they have regular meetings. As we move forward it is important to Mr. Fleming to get out and meet with department heads and continue to build a relationship with each community.

### **D. Special Events & IAPs**

- i. As we move into the summer months a number of communities have held or are going to beginning to host festivals and events. Leveraging these events for the purpose of training and exercising is invaluable. Although many of the events take place on weekends or after hours, they are a great opportunity to open respective EOC's and walk through the motions of an activation. Mr. Fleming is willing to assist in the facilitation of partial EOC activations and/or exercises related to events. Additionally, the completion of Incident Action Plans (IAP) in relationship to the events is another useful tool in incorporating NIMS and ICS into our normal events. Many of the community members have expressed interest in having the JEMC at their events.

### **7) Old Business**

#### **B. FY 2016 Work Plan**

- i. Mr. Fleming presented the updated work plan for the fiscal year. A brief overview of how the plan was laid out and asked that each member take a look and the document and provide any feedback they see as necessary. In regards to next steps it was mentioned that EOC training and EOC rosters would be sent out to the communities to begin the next steps in the planning process.

### **8) Other Business**

### **9) Adjournment**

- A. Motion to adjourn the meeting by Mr. Jim Norris
- B. Seconded by Mr. Ray Rummel
- C. Voice Vote: Motion Carried