



**Northwest Central
Joint Emergency Management System
*Executive Committee***



Minutes
August 18, 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

Mike Baker – Village of Buffalo Grove
Ray Rummel – Village of Elk Grove Village
Mike Hish – Village of Inverness
Kimberly Griswold – Village of Mount Prospect
Reid Ottesen – Village of Palatine
Scott Andersen – Village of Palatine
Scott Franzgrote – City of Rolling Meadows
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 June 16th, 2016 as presented
- i. Motioned by Mr. Ray Rummel
 - ii. Seconded by Chief Scott Andersen
 - iii. Voice Vote: Motion Carried

5) Joint Emergency Management Coordinator Update

- A. Mr. Fleming provided an update on the progress of a number of projects and events that have come up since the last meeting. Illinois Emergency Management Mutual Aid agreements are being processed by the remaining three communities.
- B. Continuity of Operations Planning continues to move along in each community at different paces. It appears that Hoffman Estates and Mount Prospect are set to being their Continuity Planning this month.
- C. The training plan has been sent out to each community, once it is reviewed it will be shared out again to be adopted as part of the respective communities EOP's
- D. IEMA has begun the reaccreditation processed for Hoffman Estates and Palatine. This year's process is much more stringent than in years before and we will coordinate with those communities as needed.
- E. As summer comes to an end Mr. Fleming was able to get out and attend a number of festivals at the member communities. Next year we hope to build on community's successes and hold more exercise in the festival season.
- F. Harper College held an active shooter exercise which Mr. Fleming was able to attended and observe. He hopes to work with Palatine, Palatine Rural, Rolling



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Meadows, and Harper College in the future to incorporate more emergency management principles into the exercise processes.

6) New Business

A. Budget Discussion

- i. Reid Ottesen solicited the group for volunteers to sit in on the budget process. Reid explained that the budget had initially been put together by a group of the Village Managers and that as we move forward we may need to adjust some of the funding categories. Reid will take the lead and work with Mick to make sure that everything is in order.
- ii. Reid asked John Ferraro, the Northwest Central Director, about using some of the part-time position funding to help cover the costs of the Human Resources Coordinator and the Logistics Coordinator that at times may work on the needs of the Joint Emergency Management Coordinator. It was explained that a percentage of the two positions was actually calculated into the document in a separate line item and that the percentage would be adjusted to reflect a truer number for 2017.
- iii. Mr. Fleming explained a high level overview of some proposed changes to his budget highlighting a truer to accurate portrayal of the 2016 budget. Mr. Fleming also brought up the plan to fill the part-time position by the first quarter of 2017. Reid explained that there was funding built into the cost savings that would allow for the purchase of a new computer and other tools for the part time position.

7) Old Business

A. EOC Position Training

- i. Mr. Fleming explained that he would like to hold one set of EOC trainings, Management, Planning and Intelligence, Operations, Logistics, and Finance and Administration, in the months of September, October, and November. It was discussed that a big hurdle for these courses would be getting the correct participants. Mr. Fleming pointed out that a number of agencies already have EOC organizational charts and might not need to start from scratch. Reid Ottesen explained that the organizational charts should be sent to the Village Managers for them to fill in and to verify what they already have.
- ii. Mr. Ottesen also asked whether the classes would be held in each community. Mr. Fleming explained that the classes would be held once in a central location and then reoffered by need for communities that could not make it at this time. The executive committee recommended that the classes each be held twice in order to increase attendance.

B. NIMS Compliance Tracking

- i. Mr. Fleming explained how the Training and Exercise Plan was an attempt at setting our communities up for success as far as adopting NIMS and incorporating the tenants into their individual programs.



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- ii. One component of the NIMS compliance tracking was creating a spreadsheet to track courses for those in the community. Mr. Fleming explained he would share a document that could be used or repurposed by each community as they saw fit to meet their need of tracking down the NIMS training.
- iii. NIMS Cast is typically in December and every community will most likely handle it differently but we will start to determine how we will transition or not transition this function in the future. Mr. Ottesen suggested that for this year we let each community submit on their own with the assistance of the Joint Emergency Management Coordinator.

C. 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.

8) Other Business

9) Closed Session for the Purpose of:

- A. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1)

10) Adjournment

- A. Motion to adjourn the meeting by Mr. Ray Rummel
- B. Seconded by Chief Chris Clark
- C. Voice Vote: Motion Carried