



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



Minutes
October 20, 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
Jim Norris – Hoffman Estates
Mike Hish – Village of Inverness
Brian Lambel – Village of Mount Prospect
Reid Ottesen – Village of Palatine
Scott Andersen – Village of Palatine
David 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 August 18, 2016 as presented

- i.** Motioned by Ray Rummel
- ii.** Seconded by Jim Norris
- iii.** Voice Vote: Motion Carried

B. Approval of the closed session minutes from August 18, 2016

- i.** Motion by Ray Rummel
- ii.** Seconded by Jim Norris
- iii.** Voice Vote: Motion Carried

C. Discussion on disposition of closed session minutes and recordings, and NWCDS policy on destruction of verbatim recording after 18 months. To be placed on the agenda and discussed as a policy at the November Board Meeting.

5) Joint Emergency Management Coordinator Update

- A.** Continuity of Operations Planning continues. Data collection has been going along but putting the plans together and typing them up is progressing slowly due to other activities such as EOC position training. Hope to have these done in January.
- B.** Some comments have been received regarding the training plan. One issue is that the FEMA All Hazards position-specific training courses have not been held in this area for some time. These are not mandated, but are a good supplement to the EOC position-specific courses. Lake and Cook Counties are planning to hold



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some of these classes coming up, and we will look at the possibility of hosting some of them here.

- C.** EOC Position Training has been going well. Rosters are being filled, but there are still a few communities that have not yet signed people up for the classes. The classes will be offered again for personnel who are unable to make the current series of classes
- D.** Mr. Fleming collaborated with Northwest Community Hospital to put together a Preparedness Calendar for National Preparedness Month. If anyone else would like to put together something similar, he has the information with which to do so. Many health care organizations are doing various activities for the month. Mr. Fleming has been attending the regional health care emergency preparedness committee meetings, and has been invited to attend local meetings at Northwest Community and the Amita system (Alexian Brothers and St. Alexius Medical Centers). There are some changes coming to health care funding requirements that will probably get us more involved with local providers of various sizes.
- E.** Mr. Fleming was invited to attend an active shooter exercise at a private industrial firm in Rolling Meadows. A simple tabletop exercise was put together and provided an opportunity to work with the company as well as the Rolling Meadows police and fire departments.
- F.** We will be hosting ICS 300 and 400 classes, and discussion was held on which dates will work best (February or April). Instructors will come from NIPSTA, and the class will be held at Elk Grove Village. Cost is picked up by Homeland Security funding. Mr. Fleming will try to get the February dates, and if there is enough interest, possibly add the April dates as well.
- G.** EOC positions have historically not been a part of NIMS, but a new proposed rule change will add a “Center Management System”, that will address EOC operations. It will be similar to ICS, in terms of positions and terminology, but will be specific to the needs of an EOC. There are mixed reactions in the emergency management community, and nothing has been finalized yet; however, it bears watching as there most likely will be some kind of rules coming as a part of this.
- H.** Center for Medicare / Medicaid Services (CMS) is implementing rules requiring any provider that accepts Medicare or Medicaid to participate in certain levels of emergency preparedness planning, training and exercising. There may be inquiries coming from health care facilities; not sure what our role will be but we will be watching this. We can potentially incorporate their training and exercise requirements into some of our exercises, so there may be an opportunity to partner with those agencies in the future. Discussion on potential benefits of providing guidance to facilities on this matter. Mr. Fleming will research the rule and report back at the next meeting.



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6) New Business

A. 2017 Budget Proposal

- i. Discussion on proposed 2017 budget as distributed with the packet. Budget reflects a cost reduction in the subscription price to each community by approx. \$1100.00, partly due to a math error in the previous budget. There will still be a carryover of approx. \$20-25,000.00, mostly due to not yet filling the part-time position.
 1. Motion to recommend approval by the full board at next month's meeting made by
 2. Seconded by
 3. Voice vote: Motion carried

B. Part-Time Emergency Management Analyst Position

- i. Mr. Fleming created a draft job description for the part-time position so that the position can be filled, by the first of the year. Discussion on space issues, which should not be a problem unless a third person, such as an intern, would be brought in as well. Position will include clerical work as well as planning, who will need some emergency management background. Discussion on clerical support, including the possibility of assigning a person on light duty from one of the municipalities to assist with a particular project if need be.

C. 2017 Work Plan

- i. Mr. Fleming asked for guidance on what types of projects the members would like to see for 2017. Discussion on training, including joint training for 2017, as well as planning needs, which vary significantly among the various member agencies. Initial idea is to begin with small-scale training, such as EOC familiarization, leading into tabletop exercises. Plan development will continue concurrently, and Mr. Fleming is confident that the needs of the various agencies can be accommodated, focusing on getting everyone up to a basic, core level while getting some exercises started for the agencies that have already achieved that. Suggestion was made to continue to take advantage of scheduled events such as festivals in order to exercise some of the plans, and to use those exercises to recognize best practices and pass those on to the other municipalities. Request to include JEMS coordinator in planning sessions for those festivals.
- ii. Discussion on how to include volunteers, in training and exercises. Different communities use their volunteers in various ways; it was suggested that an evaluation of volunteer capabilities in the different towns should be part of the 2017 work plan, and look at potential opportunities for collaboration between the volunteer groups.
- iii. Planning process (COOP and EOP) will continue to be a focus, and should accelerate in 2017.



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- iv. Question was raised about pharmaceutical distribution plans, and what is the current status. Mr. Fleming reported that he plans to incorporate this into the work plan, and will have to work with both Cook County and with the communities to coordinate the process.

D. NIMS Tracking

- i. Mr. Fleming distributed a spreadsheet to track NIMS training for the employees of the member communities in a standardized fashion. A form to submit to the Emergency Management Institute (EMI) for transcripts (showing all classes successfully completed) was also attached for employees to use if they cannot locate their certificates. He will make sure an electronic version of the forms is sent out to everyone.

7) Old Business

A. FY 2016 Work Plan

- i. Updated 2016 work plan, with current progress, was distributed in the packet. No discussion.

8) Round Table

- A. Mr. Fleming requested that a round-table be incorporated to keep everyone informed of items of common interest that he might not be aware of (such as things coming from Cook County, going directly to municipalities). Informal, one-on-one discussions of specific issues are also welcome as well.

9) Adjournment

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