



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



Minutes
March 17, 2016
1975 E. Davis St., Arlington Heights, IL 60005

I. Call to Order

Mick Fleming called the meeting to order at 1335 hours.

II. Pledge of Allegiance

- a. A request was made to strike the pledge of allegiance when meetings are held back to back.
 - i. Unanimous Decision

III. Roll Call

Brian Townsend – Village of Schaumburg
Ray Rummel – Village of Elk Grove Village
Barry Krumstok – City of Rolling Meadows
Sam Trakas – Village of Inverness
John Ferraro – Northwest Central Dispatch System
Scott Franzgrote – City of Rolling Meadows
Ken Koeppen – Village of Arlington Heights
Brian Lambel – Mt. Prospect
Scott Andersen – Village of Palatine Fire Department
David Schumann – Village of Schaumburg
Richard Mikel – Village of Elk Grove Village
Reid Ottesen – Village of Palatine
Jim Norris – Village of Hoffman Estates
Mick Fleming – Northwest Central Joint Emergency Management

IV. Public Comment

- a. No Public Comment

V. Review of Minutes

- a. Approval of the minutes from January 21st, 2016 as presented
 - i. Motioned by Mr. Rummel
 - ii. Seconded by Mr. Townsend
 - iii. Voice Vote: Motion Carried

VI. Joint Emergency Management Coordinator Update

- a. Mr. Fleming provided an update regarding his initial outreach to the municipalities and the different community partners, including the school districts, hospitals, park districts and county agencies.
- b. A brief description of the Illinois Emergency Management Mutual Aid System (IEMMAS) and its relationship to the Emergency Management Assistance Teams (EMAT) was provided. Currently Mr. Fleming is working to draft agreements with those Northwest Central Dispatch System communities who do not currently



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have one in place. Mr. Fleming thanked Mr. Townsend, Chief Schuman, and William Clark for their assistance with EMAT documentation.

- c. Update from our legal consult as well as the Illinois Emergency Management Agency legal team regarding planning, meetings, or trainings being protected documents under the Freedom of Information Act. The overall suggestion was that no documents, meetings or trainings are considered exempt under the law. The only exceptions would be maps, names, and site specific information which would need to be redacted.
- d. For the long term goals of the Joint Emergency Management System (JEMS), Mr. Fleming explained that he had already begun working on Continuity of Operations Plan (COOP) planning, a training and exercise plan, and emergency operations center training.

VII. New Business

a. Joint Emergency Management Executive Committee

- i. Mr. Fleming explained the breakdown of responsibilities of the JEMS committee members and stated that the committee would need to be formally recognized by the board in order to meet.
- ii. Mr. Norris noted that the committee structure would be as follows: 1 Chair, 1 Vice-Chair, and 1 – Community Designee for each of the 10 member communities.
- iii. Mr. Norris suggested that Mr. Fleming gather a list of Community Designees and present them at the next JEMS Board Meeting for a formal vote.
- iv. Mr. Norris then recommended that the first JEMS Executive Committee meeting be held in June.

b. Joint Emergency Management Agreements

- i. Mr. Fleming explained that all but two communities have finalized their JEMS agreements. The remaining two are in progress and should be submitted in a shortly.

c. FY 2016 Work Plan

- i. Mr. Fleming presented his outlined work plan for the fiscal year. He gave a brief overview of how the plan was laid out and asked that each member take a look at the document and provide any feedback they see as necessary. The work plan will be a continuously updating document as situations change.

d. Emergency Operations Plan Development Strategy

- i. Mr. Fleming explained that of the 10 communities, 6 have their plans written in the Emergency Support Function (ESF) style, and 4 have their plans written in the “traditional” style. Mr. Fleming suggested that in order to make the planning process more streamlined and consistent across the communities, one format should be selected; he recommends the ESF format.



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- ii. Chief Schumann noted that the ESF format is intended for larger formats of government and may not be appropriate for the municipalities in this region. Additionally, the Illinois Emergency Management Agency (IEMA) was rumored to have suggested that the ESF format would not be accepted. Chief Schumann suggests that EOP planning be delayed until these issues and other considerations with Cook County Department of Homeland Security and Emergency Management are settled.
- iii. Chief Andersen noted that the Palatine EOP is currently in ESF format and had recently been approved by IEMA.
- iv. Mr. Ottesen suggested that EOP planning be re-evaluated as we progress through the other planning cycles and more emphasis initially be put on COOP planning and other relationship building.
- v. Mr. Norris notes that some portions of the EOPs can be updated annually without total revision and agreed that relationship building might impact how EOP planning is handled in the coming months.

e. Continuity of Operations Plan Development

- i. Mr. Fleming stated that the COOP e-mails had been sent out to each community and that many departments had already begun to set time for a planning meeting. It is emphasized that all departments participate and if possible, provide Mr. Fleming with an organizational chart.

VIII. Other Business

IX. Adjournment

- a. Motion to adjourn the meeting by Mr. Fleming
- b. Seconded by Mr. Ottesen
- c. Voice Vote: Motion Carried
- d. Meeting adjourned at 1400hrs

Next Meeting
05/19/2016